***Mission:*** To Serve Every Student with Excellence as the Standard.

***Vision***: Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration, and learning.

Brevard Public Schools

# CrossPointe Asset Management

## User's Manual

revised February 2014

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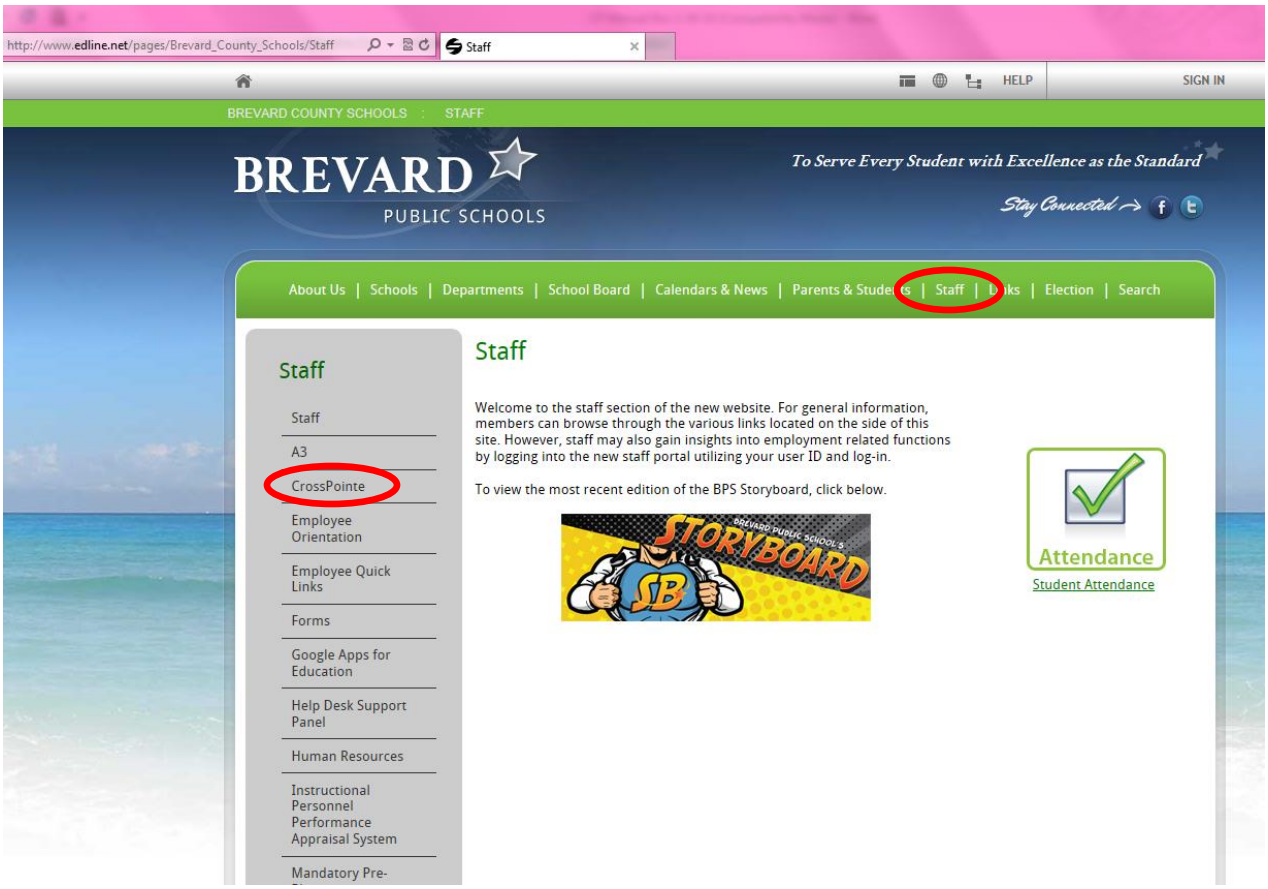
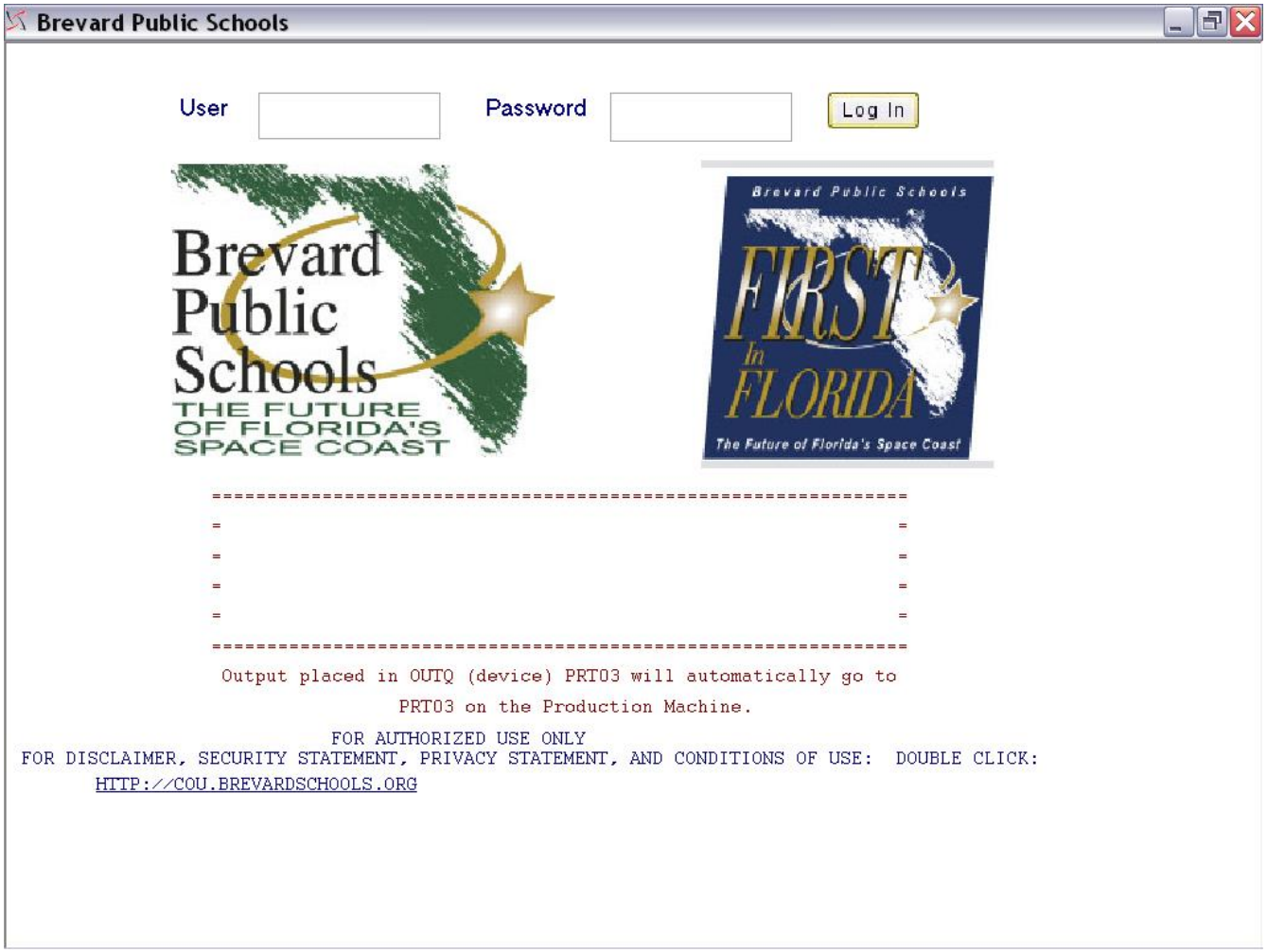
# Access to Asset Management

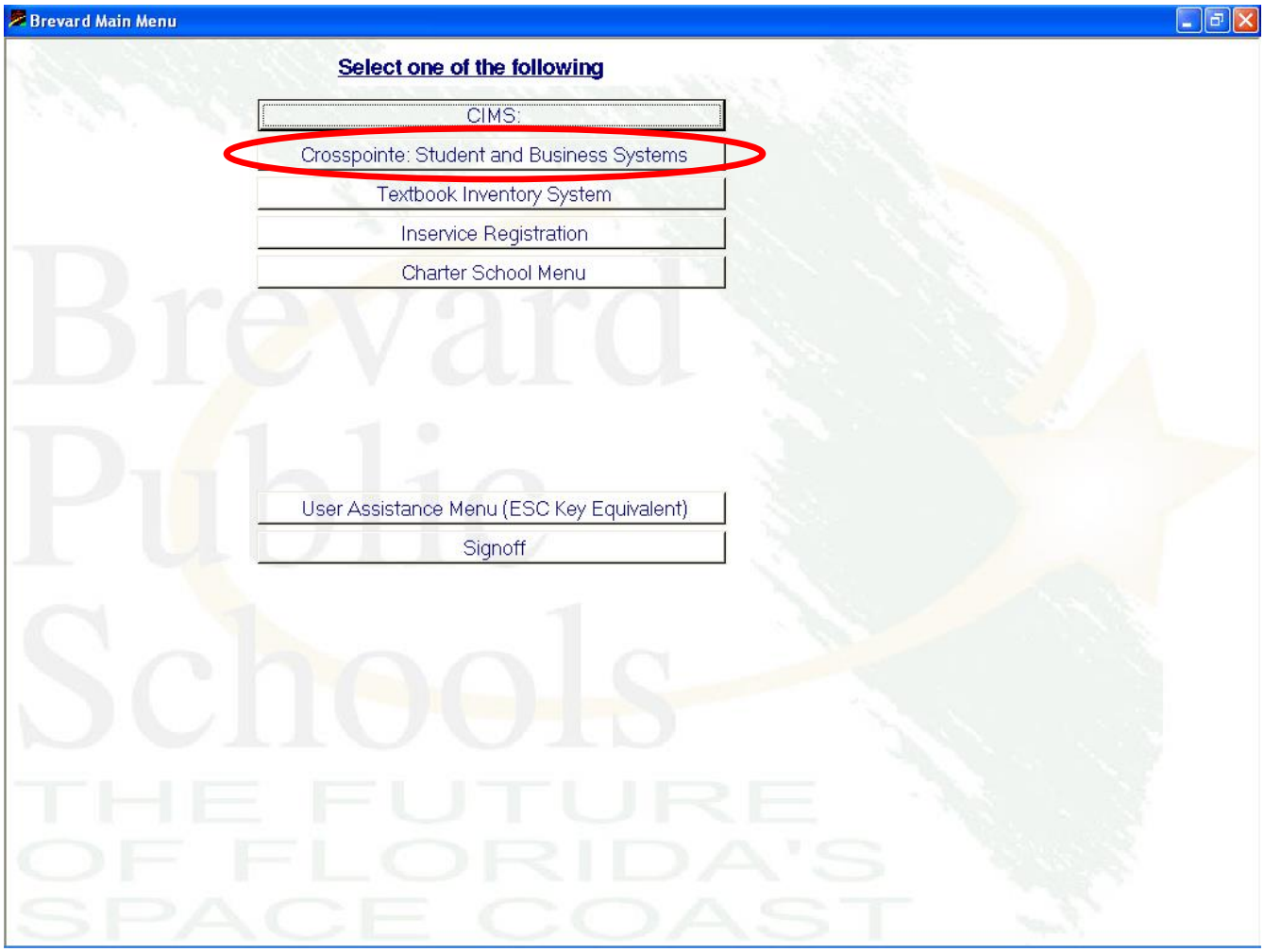

http://www.edline.net/pages/Brevard_County_Schools/Staff
Staff
HELP
SIGN IN
BREVARD COUNTY SCHOOLS : STAFF
BREVARD
PUBLIC SCHOOLS
To Serve Every Student with Excellence as the Standard
Stay Connected
About Us | Schools | Departments | School Board | Calendars & News | Parents & Students | Staff | Links | Election | Search
Staff
Staff
A3
CrossPointe
Employee Orientation
Employee Quick Links
Forms
Google Apps for Education
Help Desk Support Panel
Human Resources
Instructional Personnel Performance Appraisal System
Mandatory Pre-
Welcome to the staff section of the new website. For general information, members can browse through the various links located on the side of this site. However, staff may also gain insights into employment related functions by logging into the new staff portal utilizing your user ID and log-in.
To view the most recent edition of the BPS Storyboard, click below.
BREVARD PUBLIC SCHOOL'S
STORYBOARD
SB
Attendance
Student Attendance

Navigate to the Brevard Public Schools Home Page via Internet Explorer.

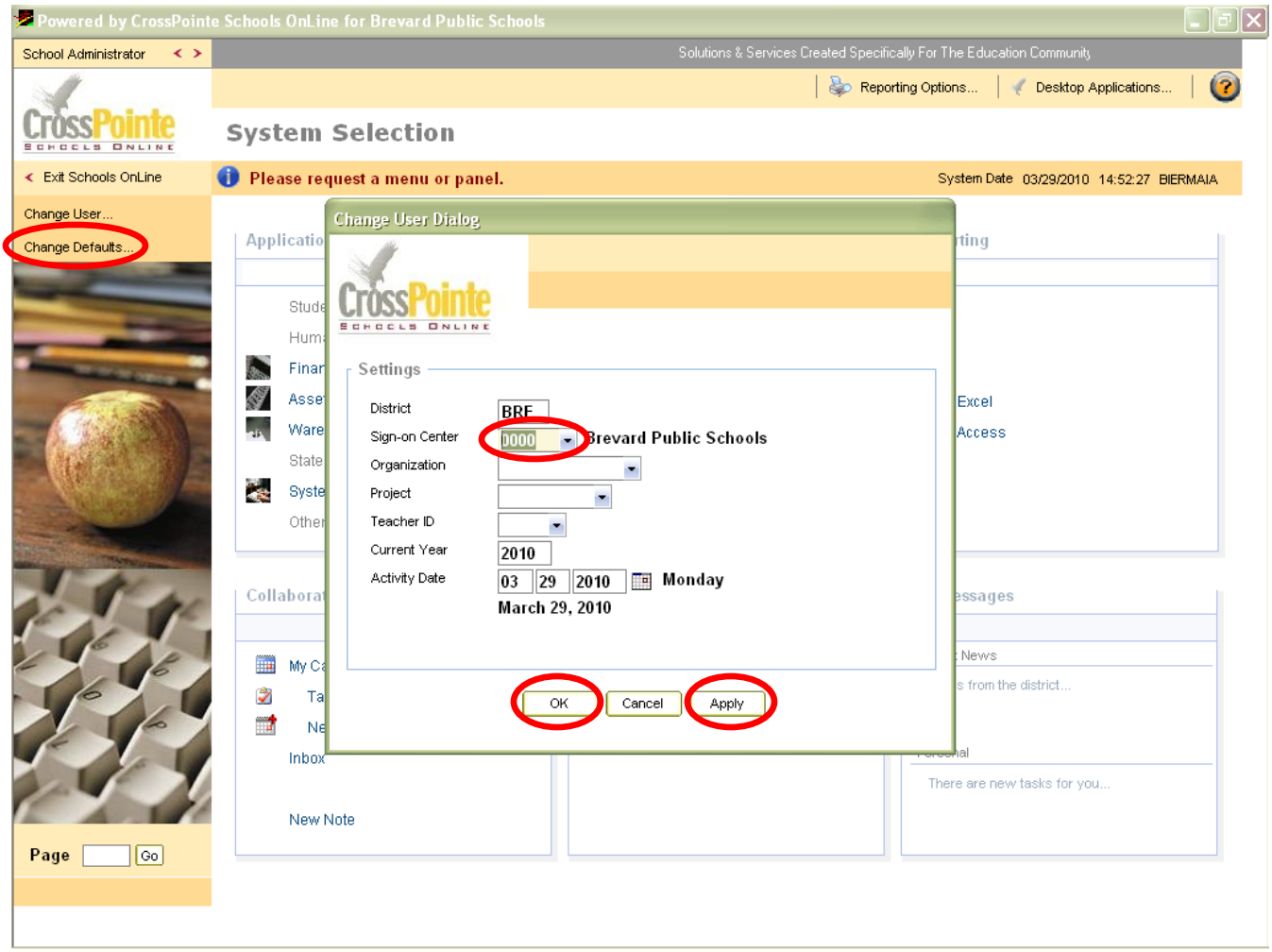
Select **Staff** and click on **CrossPointe**.


Brevard Public Schools
User
Password
Log In
Brevard Public Schools
THE FUTURE OF FLORIDA'S SPACE COAST
Brevard Public Schools
FIRST In FLORIDA
The Future of Florida's Space Coast
Output placed in OUTQ (device) PRT03 will automatically go to
PRT03 on the Production Machine.
FOR AUTHORIZED USE ONLY
FOR DISCLAIMER, SECURITY STATEMENT, PRIVACY STATEMENT, AND CONDITIONS OF USE: DOUBLE CLICK:
HTTP://COU.BREVARDSCHOOLS.ORG

Use your AS400 User ID and password to log into CrossPointe online.

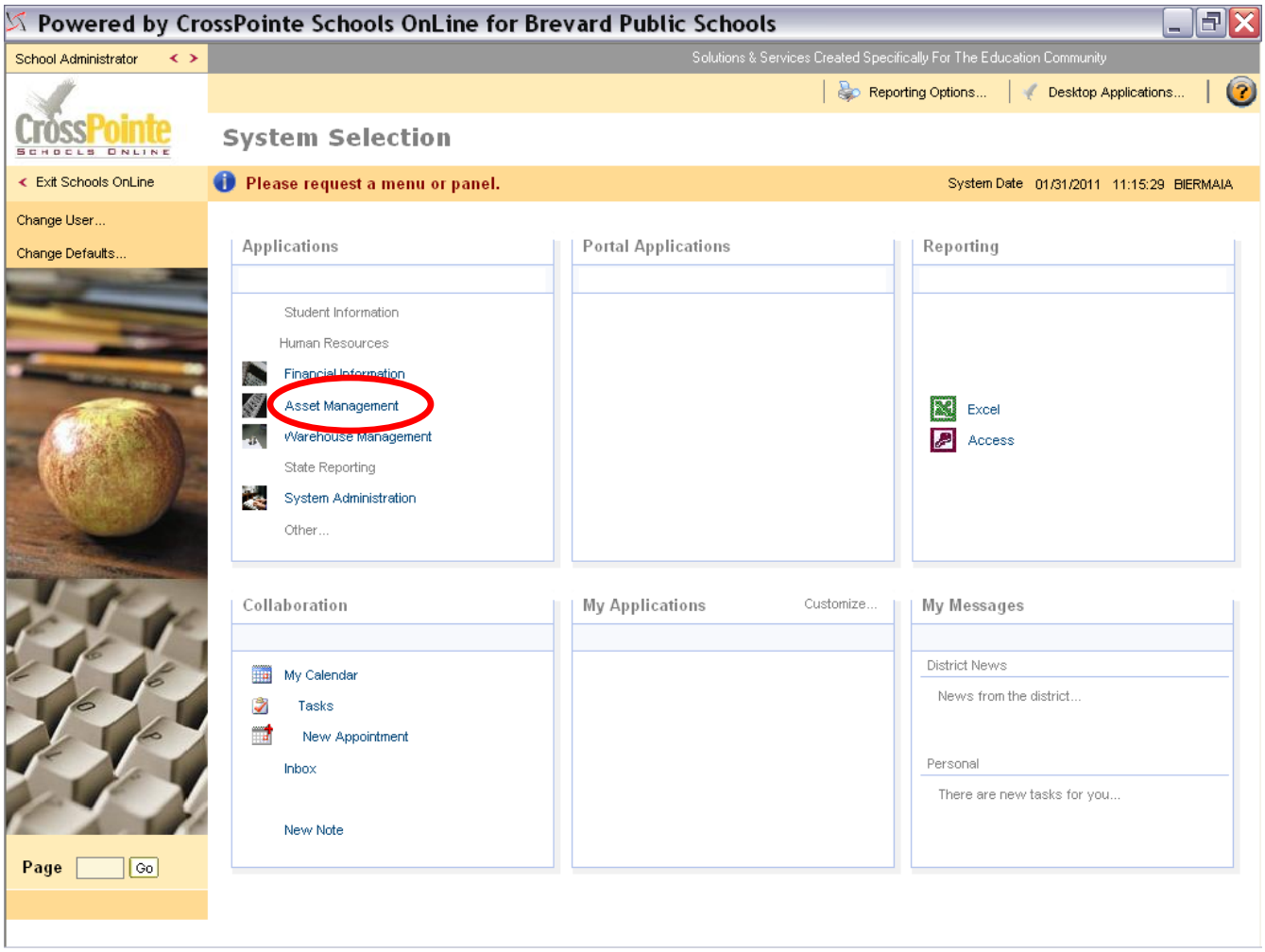



Select **CrossPointe: Student and Business Systems**.




If you have access to more than one cost center you must choose the specific center you want to access before entering into the Asset Management system:

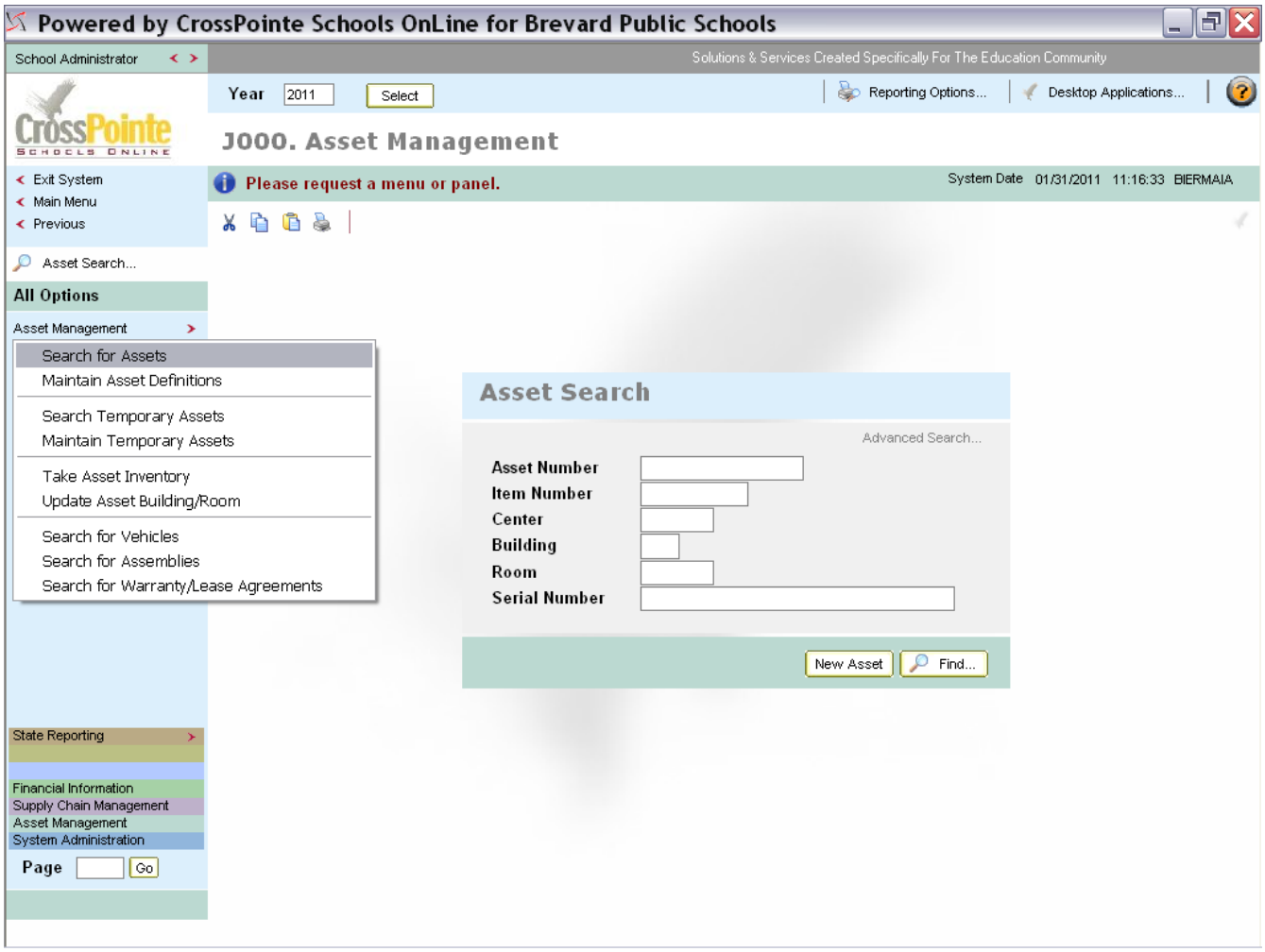
Select **Change Defaults**
Highlight the numbers in the Sign-on Center field
Input the site number you want to access
Select **Apply**
Select **OK**



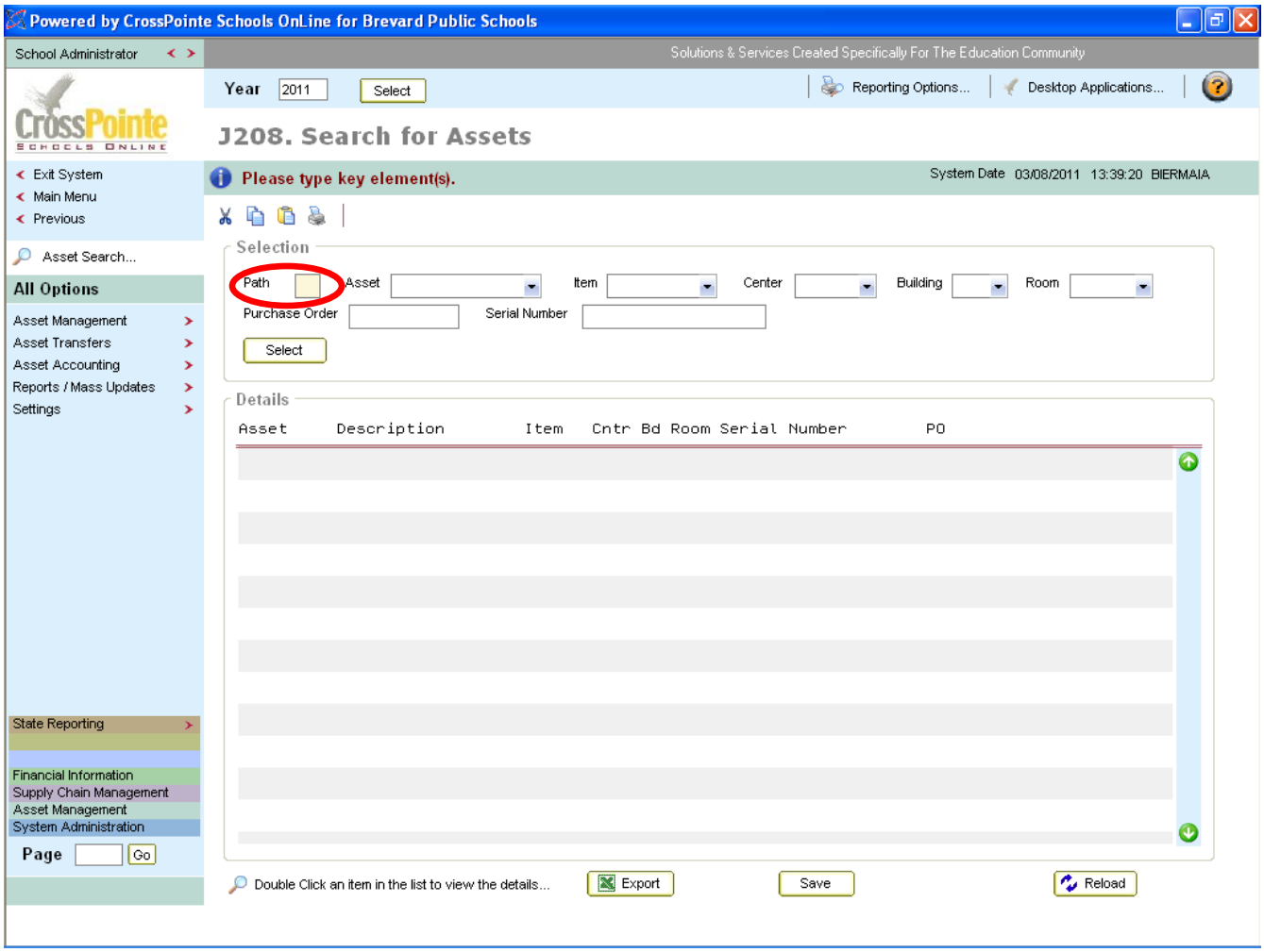

Your available choices will be highlighted in blue. Select the **Asset Management** option.

**HELPFUL HINT**: The Information Line appears at the top of the page of all panels within Asset Management.

# Search for Assets




Under the All Options menu click on **Asset Management** and then click on **Search for Assets**.




At this point the user has the option to search for assets by any search criteria listed on this panel; for example by asset number, purchase order number, serial number, etc.

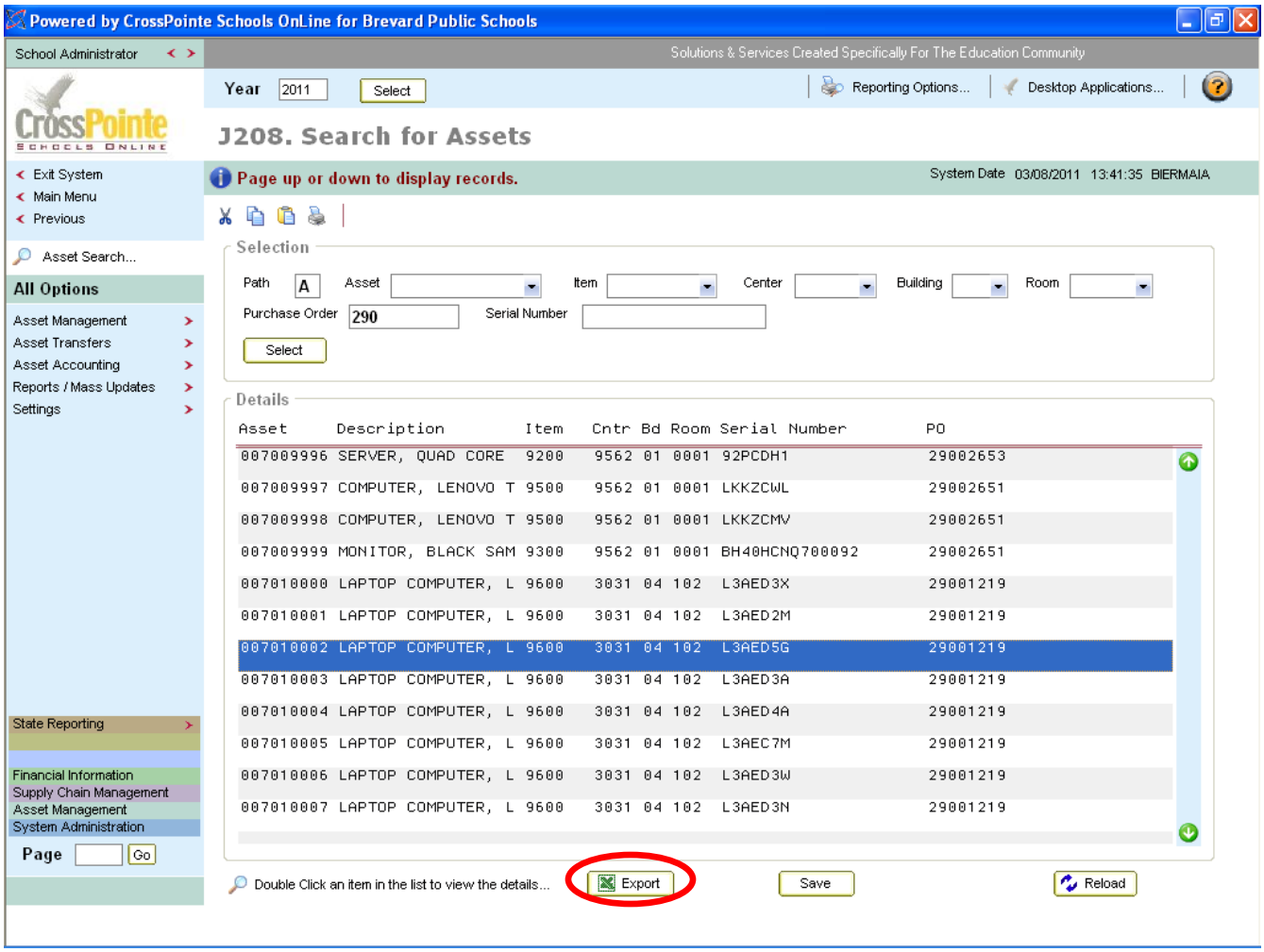
The **Path** field does not have to be filled in but allows for a more efficient search. Put your cursor in the Path field and press **F1** to view and select the following available choices:

A: Asset – search by asset number
I: Item – search by item code
C: Center – search by center number

Only the first character is needed to search by **Purchase Order** or **Serial Number**. Nine characters are needed to search by **Asset**. When searching by asset number, add zeros to the beginning if your tag # is not nine characters long.

After the search criteria are entered, press the **Enter** key on your keyboard. To view all assets that match your search criteria press the **Page Down** key on your keyboard until the Information Line says, 'No additional records.' All assets will appear including active, stolen, missing, and retired.

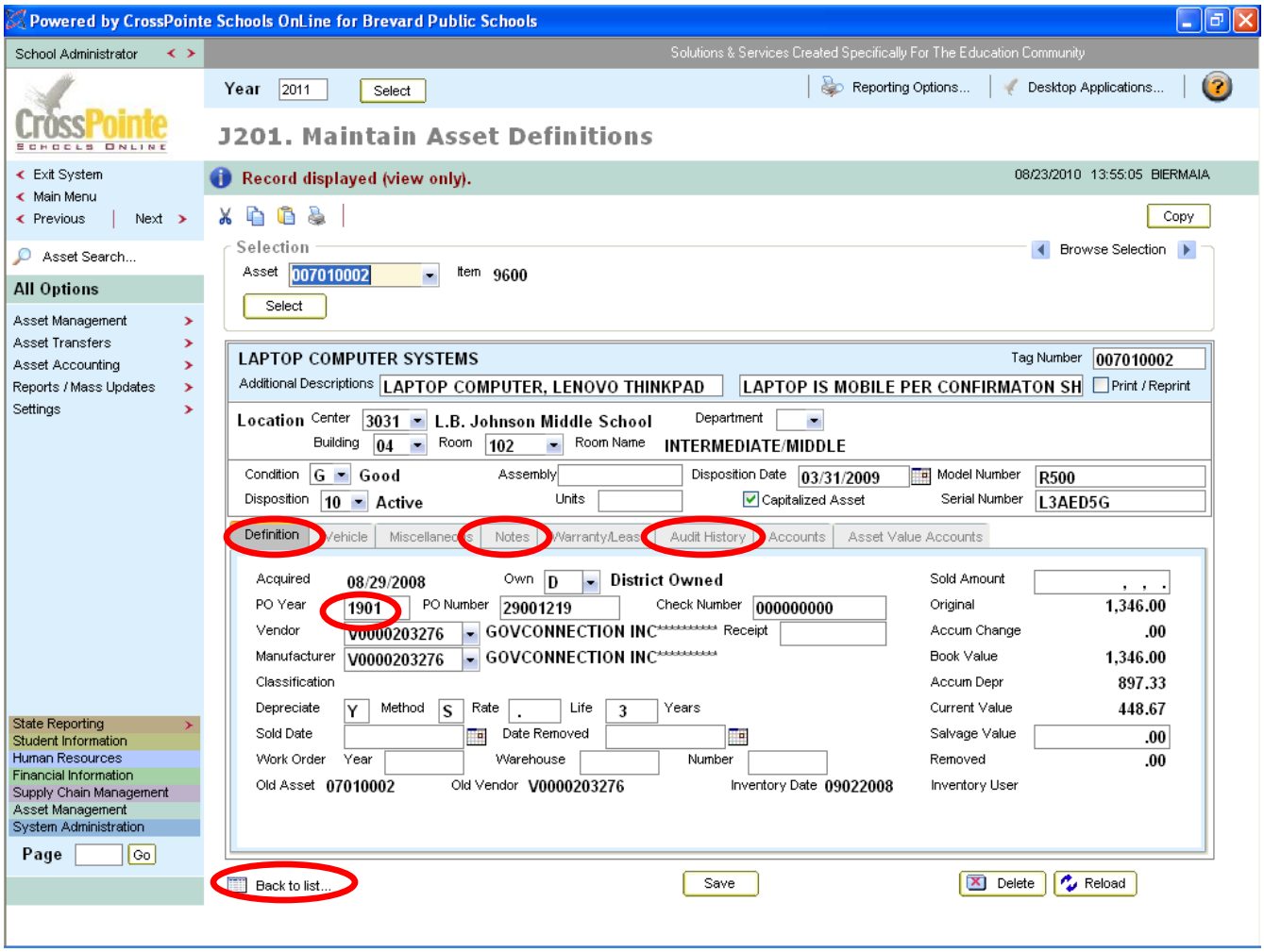
Use the **Page Up** and **Page Down** keys on your keyboard or the green arrows on the panel to scroll through the asset listing.


Powered by CrossPointe Schools OnLine for Brevard Public Schools
School Administrator
Solutions & Services Created Specifically For The Education Community
Year 2011
Select
Reporting Options...
Desktop Applications...
J208. Search for Assets
Exit System
Main Menu
Previous
Page up or down to display records.
System Date 03/08/2011 13:41:35 BIERMAIA
Asset Search...
All Options
Asset Management
Asset Transfers
Asset Accounting
Reports / Mass Updates
Settings
Selection
Path A
Asset
Item
Center
Building
Room
Purchase Order 290
Serial Number
Select
Details
Asset Description Item Cntr Bd Room Serial Number PO
007009996 SERVER, QUAD CORE 9200 9562 01 0001 92PCDH1 29002653
007009997 COMPUTER, LENOVO T 9500 9562 01 0001 LKKZCWL 29002651
007009998 COMPUTER, LENOVO T 9500 9562 01 0001 LKKZCMV 29002651
007009999 MONITOR, BLACK SAM 9300 9562 01 0001 BH40HCNQ700092 29002651
007010000 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED3X 29001219
007010001 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED2M 29001219
007010002 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED5G 29001219
007010003 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED3A 29001219
007010004 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED4A 29001219
007010005 LAPTOP COMPUTER, L 9600 3031 04 102 L3AEC7M 29001219
007010006 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED3W 29001219
007010007 LAPTOP COMPUTER, L 9600 3031 04 102 L3AED3N 29001219
State Reporting
Financial Information
Supply Chain Management
Asset Management
System Administration
Page Go
Double Click an item in the list to view the details...
Export
Save
Reload

To view the detail of an item, highlight the line and press the **F11** key or **double-click** on the highlighted line.

By clicking **Export**, you can export this list into an Excel format. To assure all data has been loaded into Excel, you must wait for the Excel Interface box to appear. It will say 'Excel Interface Finished Successfully.' Page 14 shows an example of data exported to Excel.

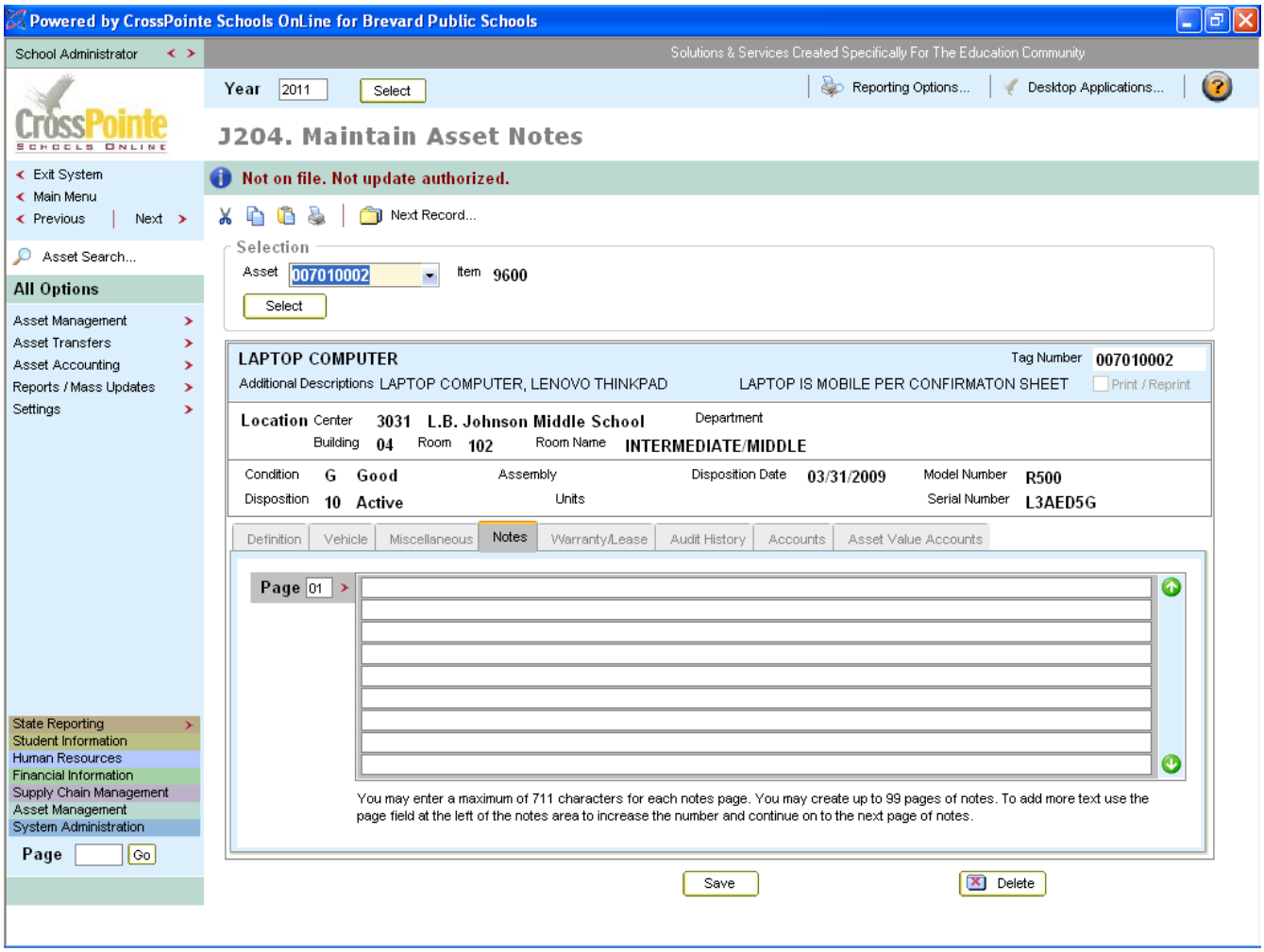
.



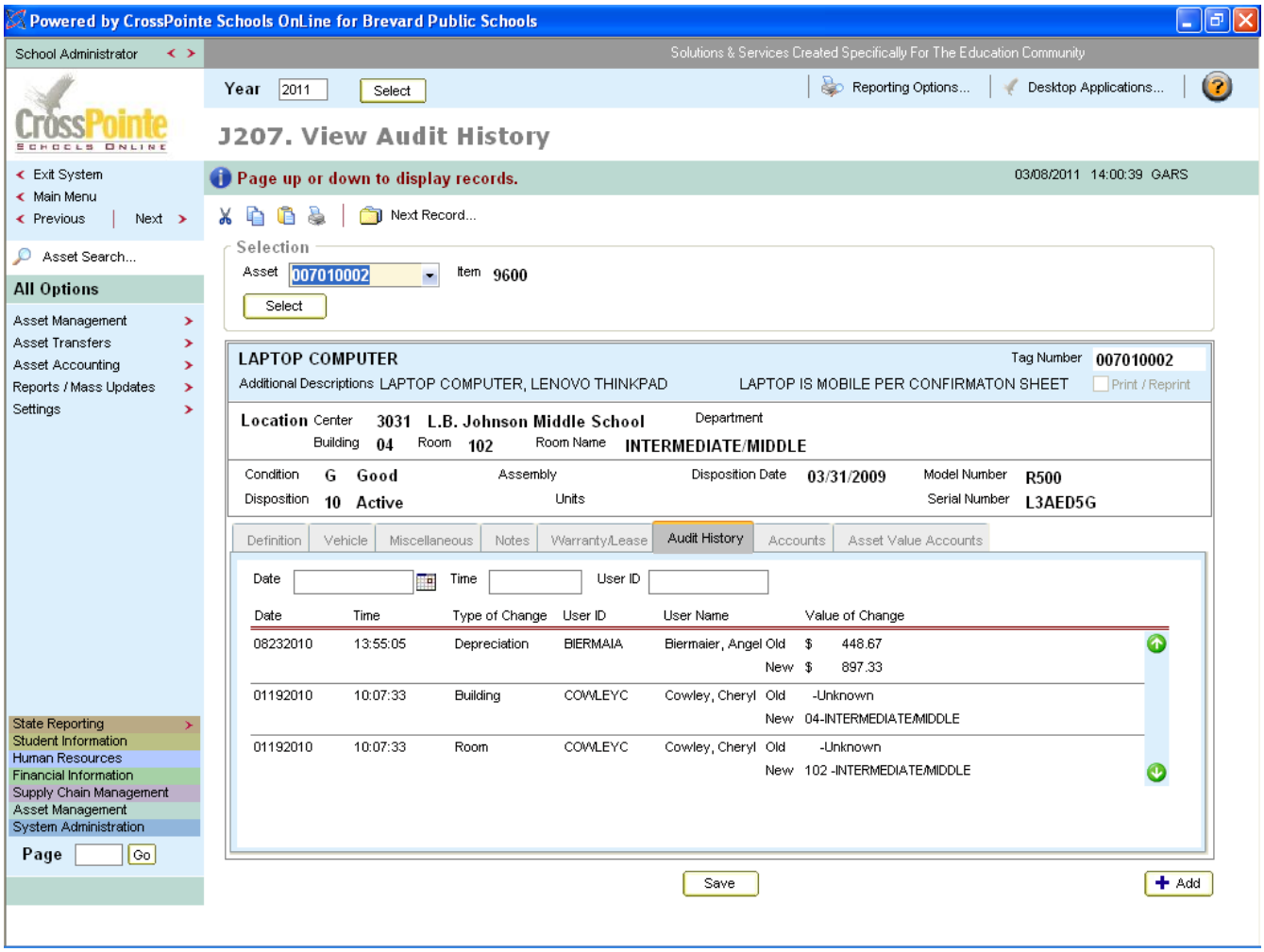

This panel shows the detail of the asset. The information in the **Definition** tab automatically appears. The **Notes** and **Audit History** tabs are also accessible to view (see pgs 12-13).

If the asset was purchased prior to January 2009 the PO Year field will have a value of 1901. If the asset was purchased in January 2009 or after, the PO Year field will contain the correct year. For assets purchased prior to January 2009, refer to the Acquired date just above the PO Year.

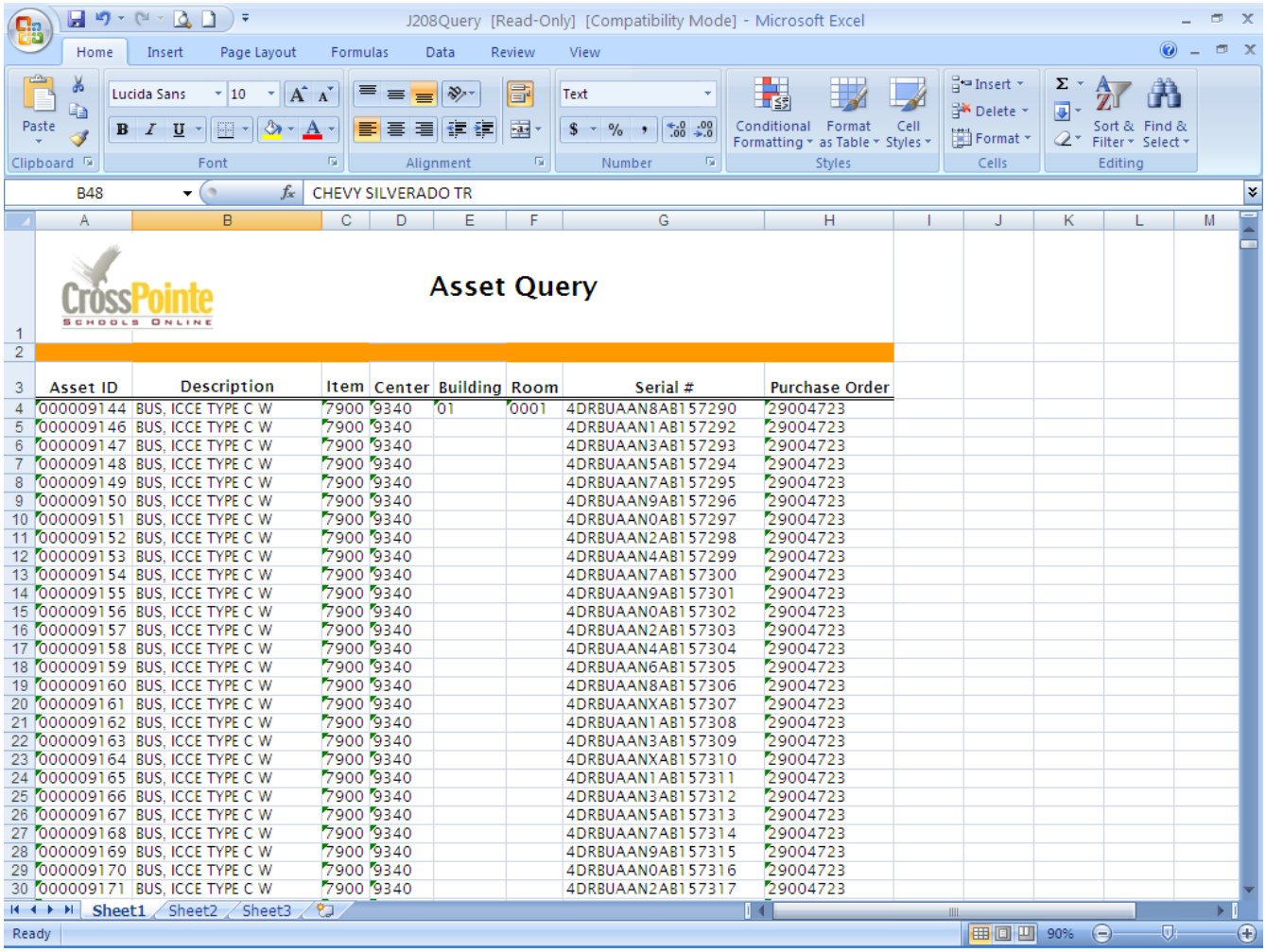
To go back to the Search for Assets panel, press the **F11** key or click on **Back to List**.




If there are any notes associated with the asset they will appear on this panel. Only Property Control staff can add notes to the asset records




The Audit History tab shows all of the changes that have been made to the asset record since the Asset Management system was implemented in January 2009. Use the Page Down key on your keyboard or the green arrows on the panel to view any additional history.



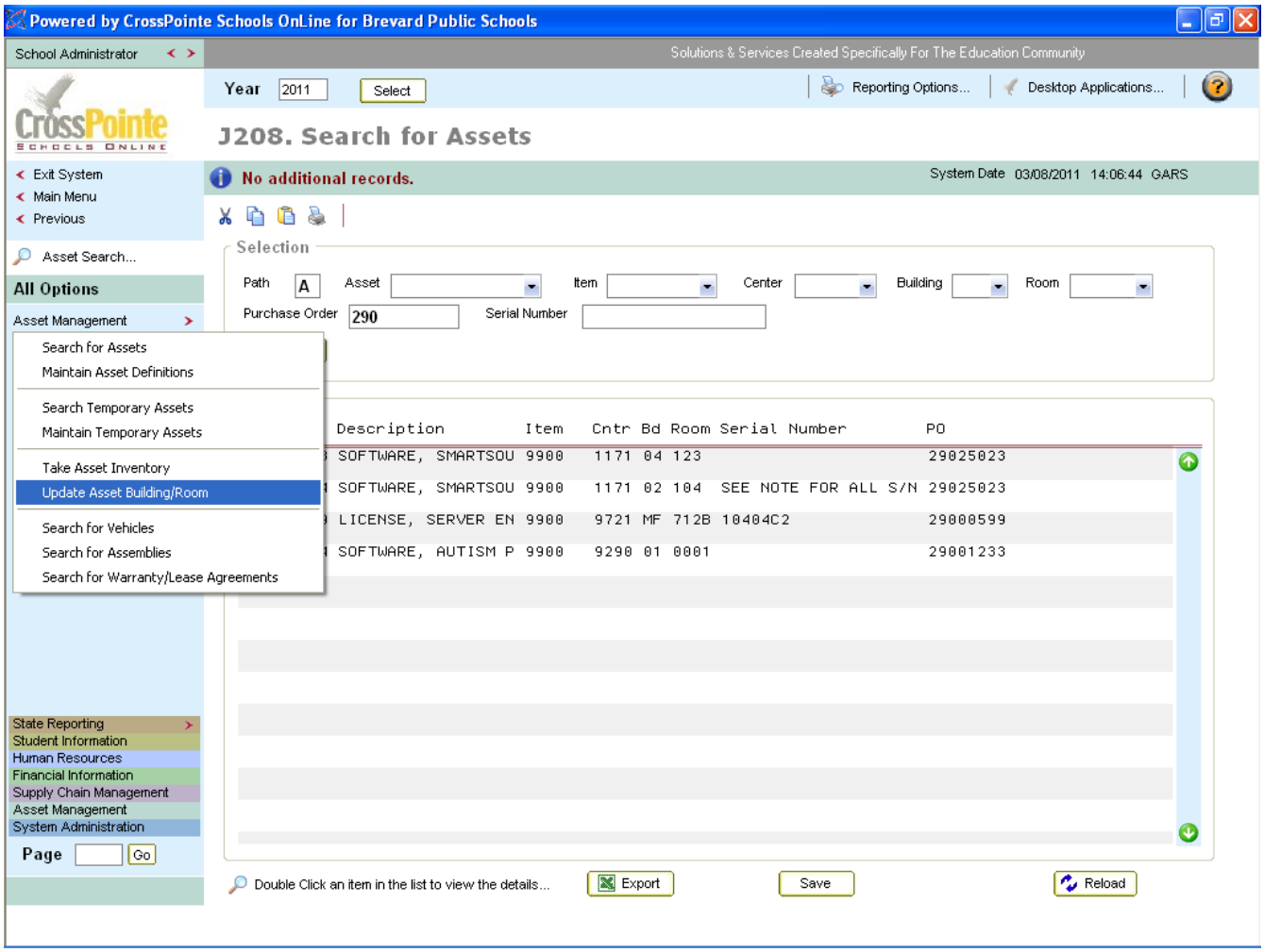
J208Query [Read-Only] [Compatibility Mode] - Microsoft Excel

Asset Query

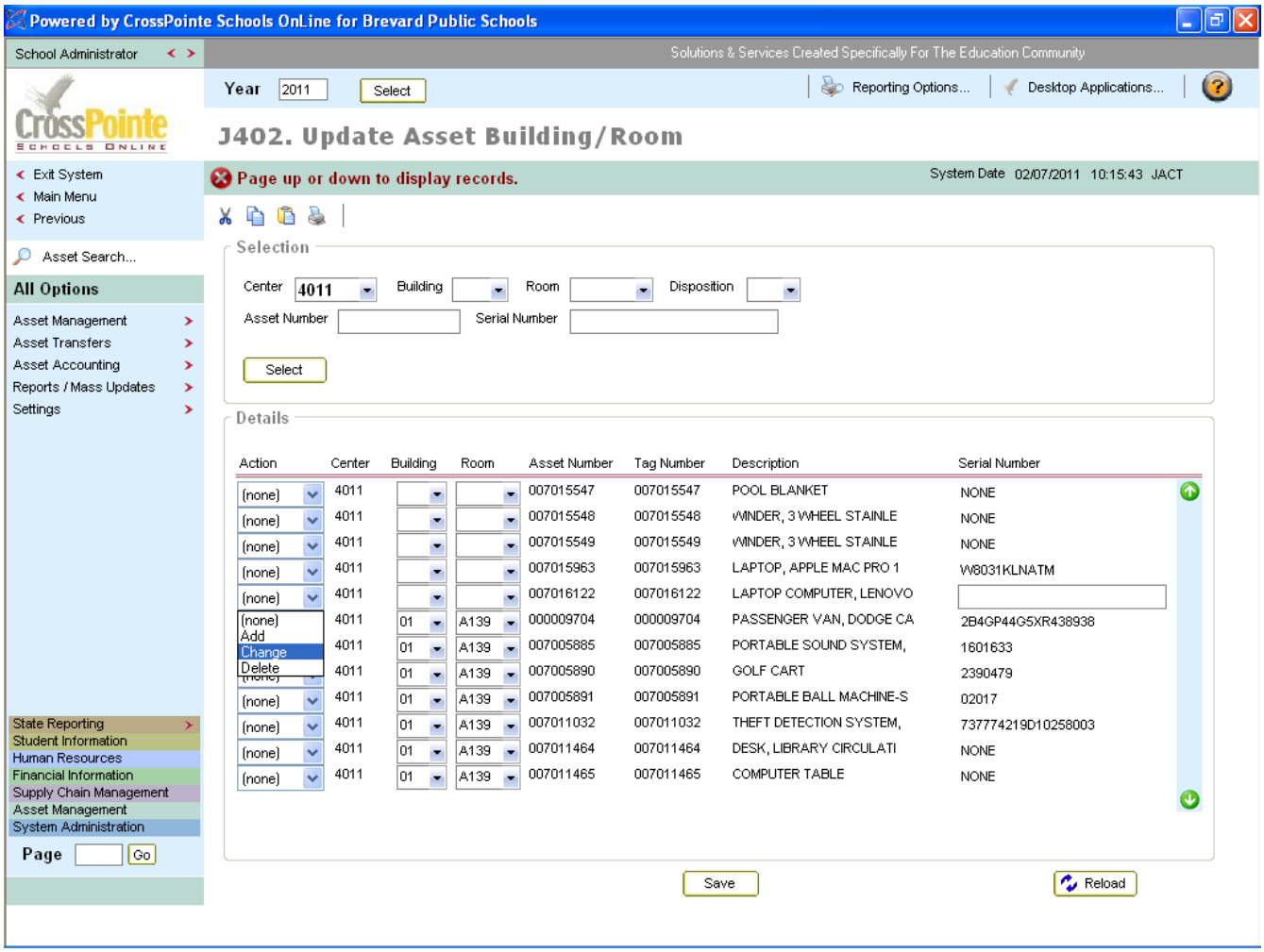
| Asset ID | Description | Item | Center | Building | Room | Serial # | Purchase Order |
|---|---|---|---|---|---|---|---|
| 000009144 | BUS, ICCE TYPE C W | 7900 | 9340 | 01 | 0001 | 4DRBUAAN8AB157290 | 29004723 |
| 000009146 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN1AB157292 | 29004723 |
| 000009147 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN3AB157293 | 29004723 |
| 000009148 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN5AB157294 | 29004723 |
| 000009149 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN7AB157295 | 29004723 |
| 000009150 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN9AB157296 | 29004723 |
| 000009151 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN0AB157297 | 29004723 |
| 000009152 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN2AB157298 | 29004723 |
| 000009153 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN4AB157299 | 29004723 |
| 000009154 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN7AB157300 | 29004723 |
| 000009155 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN9AB157301 | 29004723 |
| 000009156 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN0AB157302 | 29004723 |
| 000009157 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN2AB157303 | 29004723 |
| 000009158 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN4AB157304 | 29004723 |
| 000009159 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN6AB157305 | 29004723 |
| 000009160 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN8AB157306 | 29004723 |
| 000009161 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAANXAB157307 | 29004723 |
| 000009162 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN1AB157308 | 29004723 |
| 000009163 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN3AB157309 | 29004723 |
| 000009164 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAANXAB157310 | 29004723 |
| 000009165 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN1AB157311 | 29004723 |
| 000009166 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN3AB157312 | 29004723 |
| 000009167 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN5AB157313 | 29004723 |
| 000009168 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN7AB157314 | 29004723 |
| 000009169 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN9AB157315 | 29004723 |
| 000009170 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN0AB157316 | 29004723 |
| 000009171 | BUS, ICCE TYPE C W | 7900 | 9340 | | | 4DRBUAAN2AB157317 | 29004723 |

This is a sample list exported from Excel. All assets will appear including active, missing, stolen, and retired assets.

# Update Building/Room Numbers




Click on **Asset Management** and then click on **Update Asset Building/Room**.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School Administrator
Solutions & Services Created Specifically For The Education Community
Year 2011
Select
Reporting Options...
Desktop Applications...
J402. Update Asset Building/Room
Exit System
Main Menu
Previous
Page up or down to display records.
System Date 02/07/2011 10:15:43 JACT
Asset Search...
All Options
Asset Management
Asset Transfers
Asset Accounting
Reports / Mass Updates
Settings
Selection
Center 4011
Building
Room
Disposition
Asset Number
Serial Number
Select
Details
Action Center Building Room Asset Number Tag Number Description Serial Number
(none) 4011 007015547 007015547 POOL BLANKET NONE
(none) 4011 007015548 007015548 WINDER, 3 WHEEL STAINLE NONE
(none) 4011 007015549 007015549 WINDER, 3 WHEEL STAINLE NONE
(none) 4011 007015963 007015963 LAPTOP, APPLE MAC PRO 1 W8031KLNATM
(none) 4011 007016122 007016122 LAPTOP COMPUTER, LENOVO
(none) Add Change Delete 4011 01 A139 000009704 000009704 PASSENGER VAN, DODGE CA 2B4GP44G5XR438938
4011 01 A139 007005885 007005885 PORTABLE SOUND SYSTEM, 1601633
4011 01 A139 007005890 007005890 GOLF CART 2390479
(none) 4011 01 A139 007005891 007005891 PORTABLE BALL MACHINE-S 02017
(none) 4011 01 A139 007011032 007011032 THEFT DETECTION SYSTEM, 737774219D10258003
(none) 4011 01 A139 007011464 007011464 DESK, LIBRARY CIRCULATI NONE
(none) 4011 01 A139 007011465 007011465 COMPUTER TABLE NONE
State Reporting
Student Information
Human Resources
Financial Information
Supply Chain Management
Asset Management
System Administration
Page
Go
Save
Reload

Your center number is automatically populated in the Center field. This panel is sorted by the Building and Room number fields and then by Asset Number within the building/room number.

You can narrow the list by entering search criteria at the top of the panel. Only the first character is needed to search by Serial Number. Nine characters are needed to search by Asset. When searching by asset number, add zeros to the beginning if your tag # is not nine characters long. After the search criteria are entered, press the **Enter** key on your keyboard.

To view all assets in the list press the **Page Down** key on your keyboard until the Information Line says, 'No additional records.' Use the **Page Up** and **Page Down** keys on your keyboard or the green arrows on the panel to scroll through the asset listing.

To update a building number, room number, and/or blank serial number:

Select **Change** from the dropdown box in the Action field.

Select the correct building and/or room number from the respective dropdown boxes.

If the correct one does not appear, contact the person at your site who manages your facilities information and request that it be added to the A146 panel.

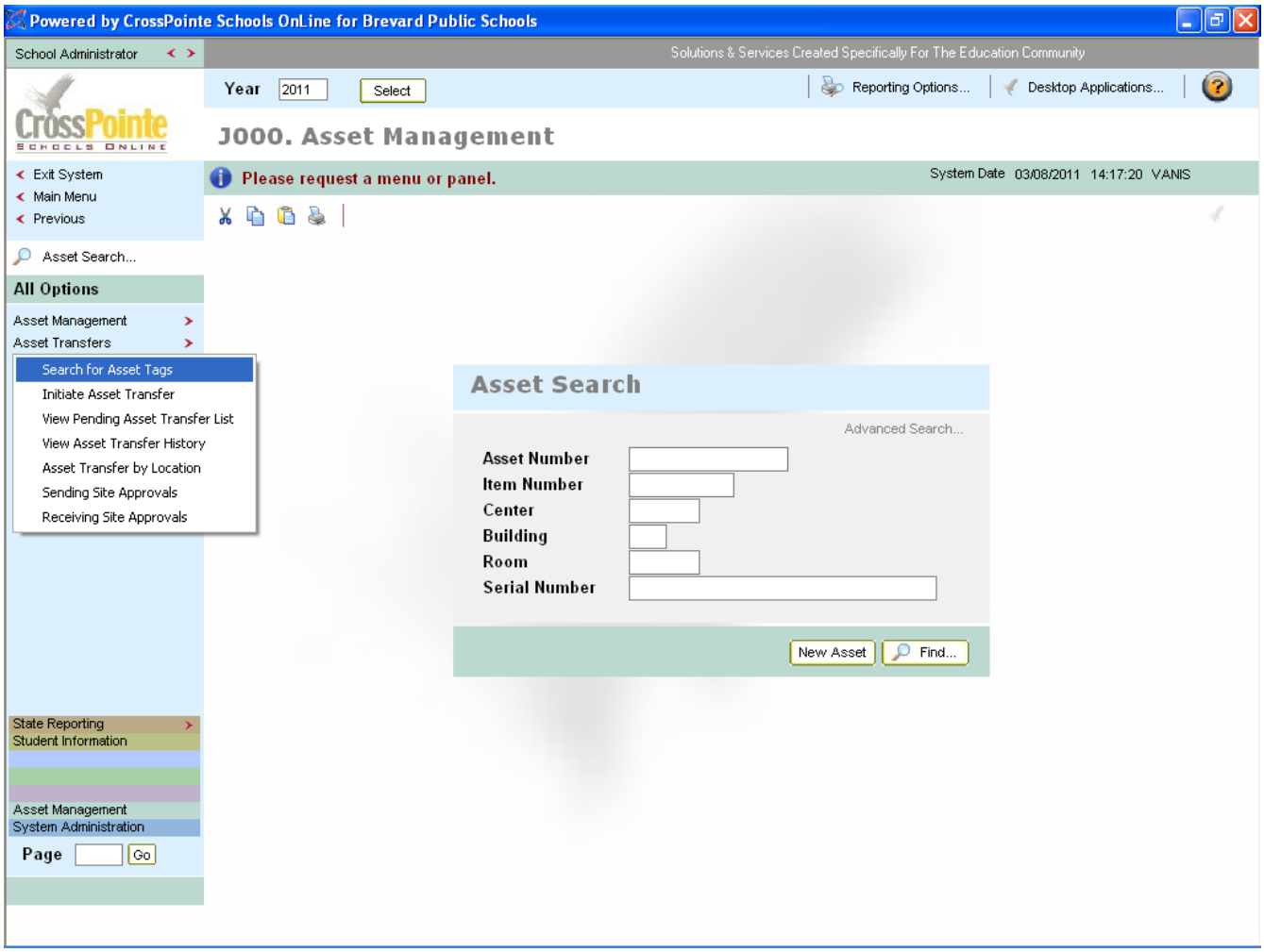
Enter the correct serial number in the blank Serial Number field. Contact Property Control staff to correct an error in an existing serial number.

Press the **Enter** key or click **Save**.

Multiple changes can be made, but you must save your changes before you page down to the next page.

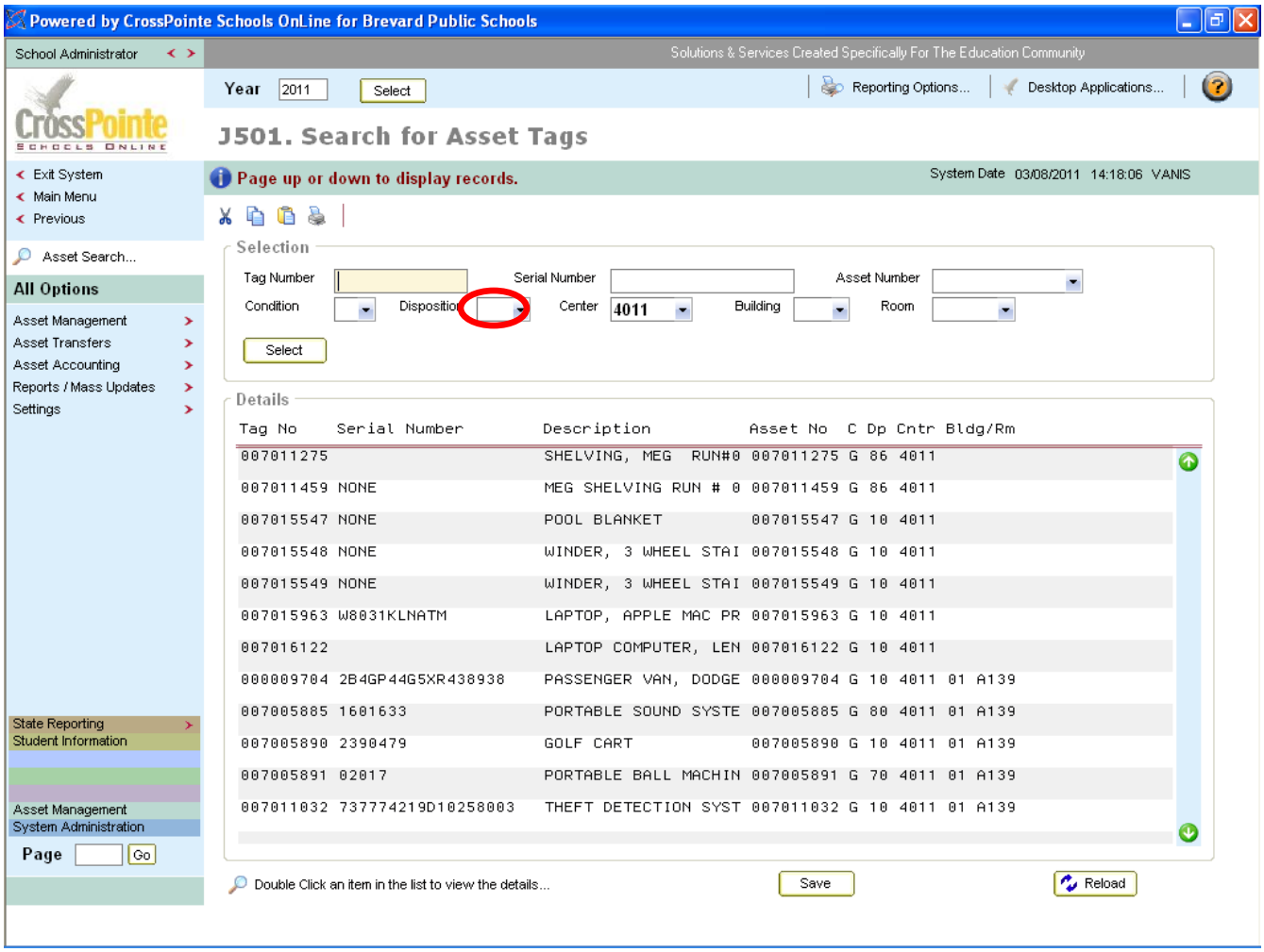
# On-Line Transfers:

## Sending Site Property Designee




Under the All Options menu click on **Asset Transfers** and then click on **Search for Asset Tags**.

**HELPFUL HINT:** Use the paper DCR-1 form to transfer property not recorded in the Asset Management system.


Powered by CrossPointe Schools OnLine for Brevard Public Schools
School Administrator
Solutions & Services Created Specifically For The Education Community
Year 2011
Select
Reporting Options...
Desktop Applications...
J501. Search for Asset Tags
Exit System
Main Menu
Previous
Page up or down to display records.
System Date 03/08/2011 14:18:06 VANIS
Asset Search...
All Options
Asset Management
Asset Transfers
Asset Accounting
Reports / Mass Updates
Settings
Selection
Tag Number
Serial Number
Asset Number
Condition
Disposition
Center 4011
Building
Room
Select
Details
Tag No Serial Number Description Asset No C Dp Cntr Bldg/Rm
007011275 SHELVING, MEG RUN#0 007011275 G 86 4011
007011459 NONE MEG SHELVING RUN # 0 007011459 G 86 4011
007015547 NONE POOL BLANKET 007015547 G 10 4011
007015548 NONE WINDER, 3 WHEEL STAI 007015548 G 10 4011
007015549 NONE WINDER, 3 WHEEL STAI 007015549 G 10 4011
007015963 W8031KLNATM LAPTOP, APPLE MAC PR 007015963 G 10 4011
007016122 LAPTOP COMPUTER, LEN 007016122 G 10 4011
000009704 2B4GP44G5XR438938 PASSENGER VAN, DODGE 000009704 G 10 4011 01 A139
007005885 1601633 PORTABLE SOUND SYSTE 007005885 G 80 4011 01 A139
007005890 2390479 GOLF CART 007005890 G 10 4011 01 A139
007005891 02017 PORTABLE BALL MACHIN 007005891 G 70 4011 01 A139
007011032 737774219D10258003 THEFT DETECTION SYST 007011032 G 10 4011 01 A139
State Reporting
Student Information
Asset Management
System Administration
Page
Go
Double Click an item in the list to view the details...
Save
Reload

The user's cost center automatically fills in the Center field when this panel is accessed.

Use **Page Up** or **Page Down** on your keyboard to find the asset you want to transfer.

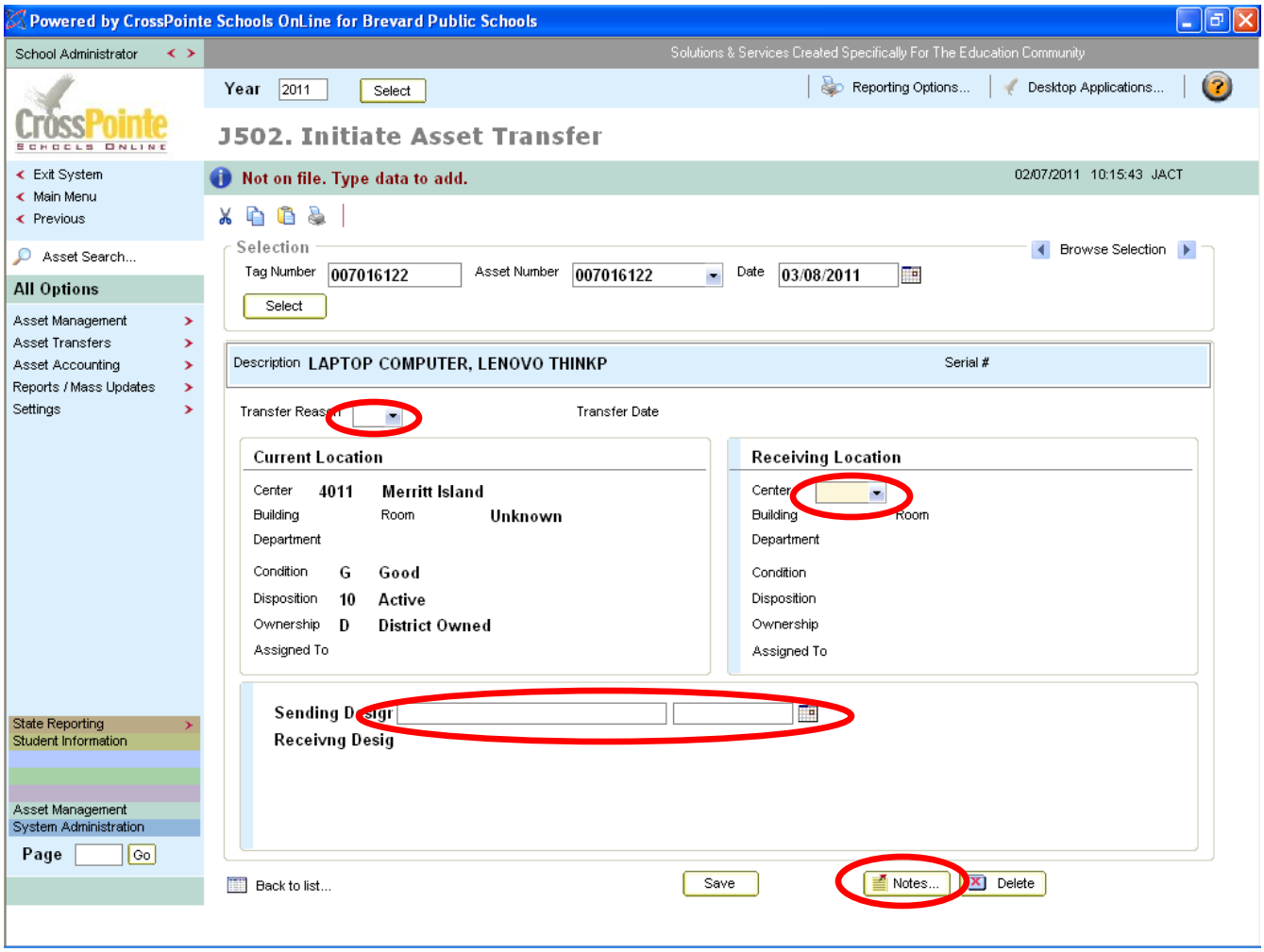
You have not run through the entire list until the Information Line says, 'No additional records.'

Use the search criteria at the top of the panel to narrow the list.

To select an asset for transfer, highlight a record and **double-click** it or press **F11**.

All of your site's assets will be included in this list including active, stolen, missing, and retired, but only active assets may be transferred. To list active assets only, insert a '10' in the **Disposition** field.

**HELPFUL HINT:** Nine characters are needed to search by Asset. When searching by asset number, add zeros to the beginning if your tag # is not nine characters long.




The following fields require an entry:

1. Transfer Reason

   There are three different transfer reasons to choose from:
   SN – this is a site to site transfer with no Warehouse staff involvement
   SU – this is a transfer to the Surplus Warehouse
   TR – this is a site to site transfer with the Warehouse staff moving the asset
2. Receiving Location: Center

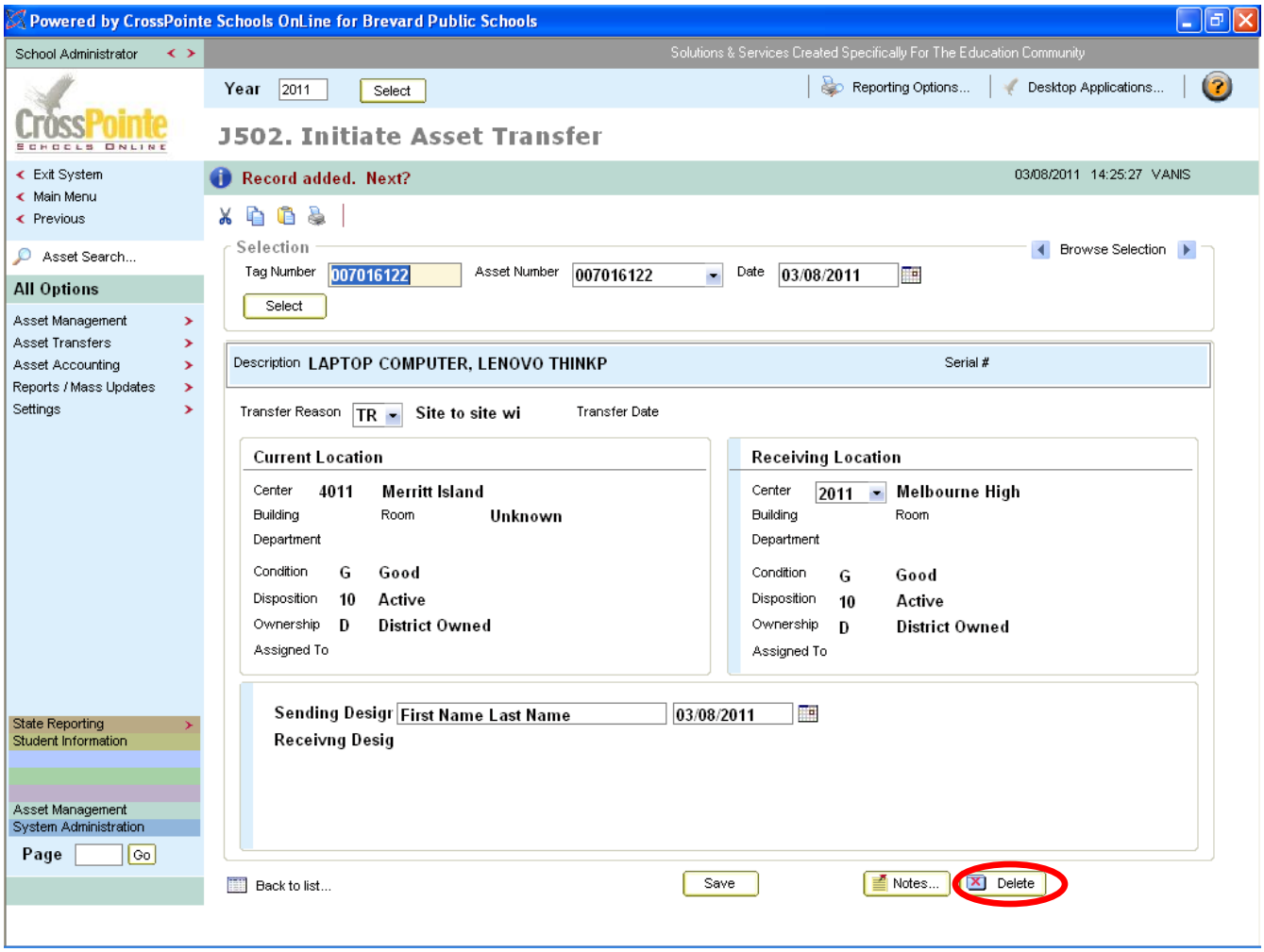
   Enter the receiving site's center number or choose it from the dropdown box
3. Sending Designee & Date

   Enter your first and last name and today's date

When all required data has been entered click **Save**.

If you need to add special instructions for the warehouse staff, such as staging area location, you can select the **Notes** button and add your detailed information there. However, you must save the transfer before adding a note.

After the sending site designee initiates a transfer, the sending site's property custodian (Principal/Department Director or above) will be sent an automatic email notification that the transfer needs to be approved**.**

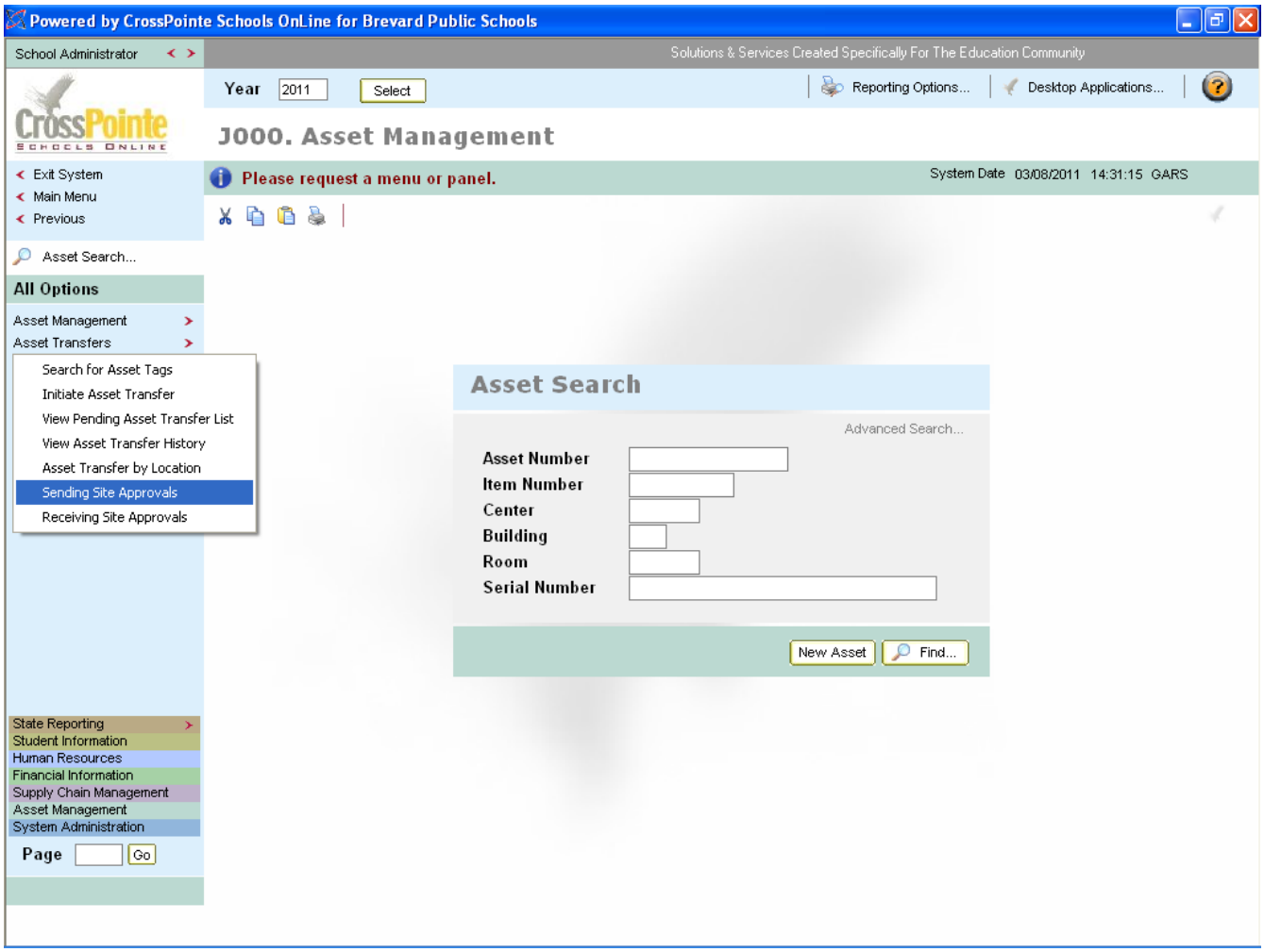



If you have initiated a transfer in error, you can delete it as long as the sending site's property custodian (Principal/Department Director or above) has not approved the transfer yet in CrossPointe. If the sending site's property custodian (Principal/Department Director or above) has already approved the transfer then they will have to delete it using the Sending Site Approvals panel (refer to page 26).

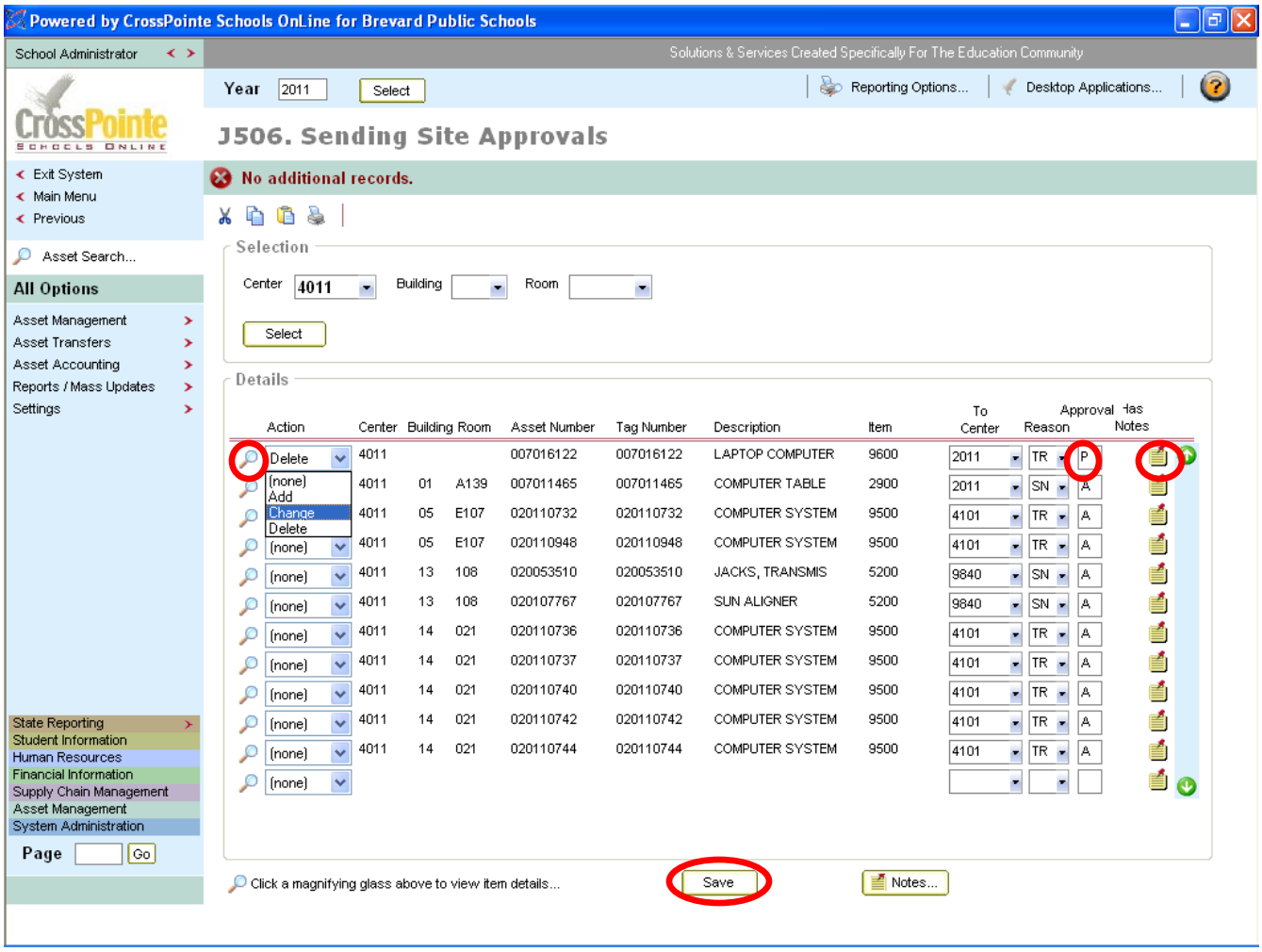
To delete a transfer record that has not been approved click the **Delete** button. It is important to read the Information Line because the screen does not change after you delete a transfer record; however, the Information Line does read "Record deleted. Press ENTER to add." Do not hit Enter. Doing so will cause the deleted transfer to be added back.

# On-Line Transfers:

## Sending Site Property Custodian




Under the All Options menu click on **Asset Transfers** and then **Sending Site Approvals** to approve outgoing pending transfers.


Powered by CrossPointe Schools OnLine for Brevard Public Schools
School Administrator
Solutions & Services Created Specifically For The Education Community
Year 2011 Select
Reporting Options...
Desktop Applications...
J506. Sending Site Approvals
No additional records.
Exit System
Main Menu
Previous
Asset Search...
All Options
Asset Management
Asset Transfers
Asset Accounting
Reports / Mass Updates
Settings
State Reporting
Student Information
Human Resources
Financial Information
Supply Chain Management
Asset Management
System Administration
Page Go
Selection
Center 4011 Building Room
Select
Details
Action Center Building Room Asset Number Tag Number Description Item To Center Approval Reason Has Notes
Delete 4011 007016122 007016122 LAPTOP COMPUTER 9600 2011 TR P
(none) Add Change Delete
4011 01 A139 007011465 007011465 COMPUTER TABLE 2900 2011 SN A
4011 05 E107 020110732 020110732 COMPUTER SYSTEM 9500 4101 TR A
4011 05 E107 020110948 020110948 COMPUTER SYSTEM 9500 4101 TR A
4011 13 108 020053510 020053510 JACKS, TRANSMIS 5200 9840 SN A
4011 13 108 020107767 020107767 SUN ALIGNER 5200 9840 SN A
4011 14 021 020110736 020110736 COMPUTER SYSTEM 9500 4101 TR A
4011 14 021 020110737 020110737 COMPUTER SYSTEM 9500 4101 TR A
4011 14 021 020110740 020110740 COMPUTER SYSTEM 9500 4101 TR A
4011 14 021 020110742 020110742 COMPUTER SYSTEM 9500 4101 TR A
4011 14 021 020110744 020110744 COMPUTER SYSTEM 9500 4101 TR A
Click a magnifying glass above to view item details...
Save
Notes...

<u>This panel is not accessible for use except by the Property Custodian (Principal/Department Head or above).</u>

To view all assets in the list press the **Page Down** key on your keyboard until the Information Line says, 'No additional records.' Use the **Page Up** and **Page Down** keys on your keyboard or the green arrows on the panel to scroll through the asset listing.

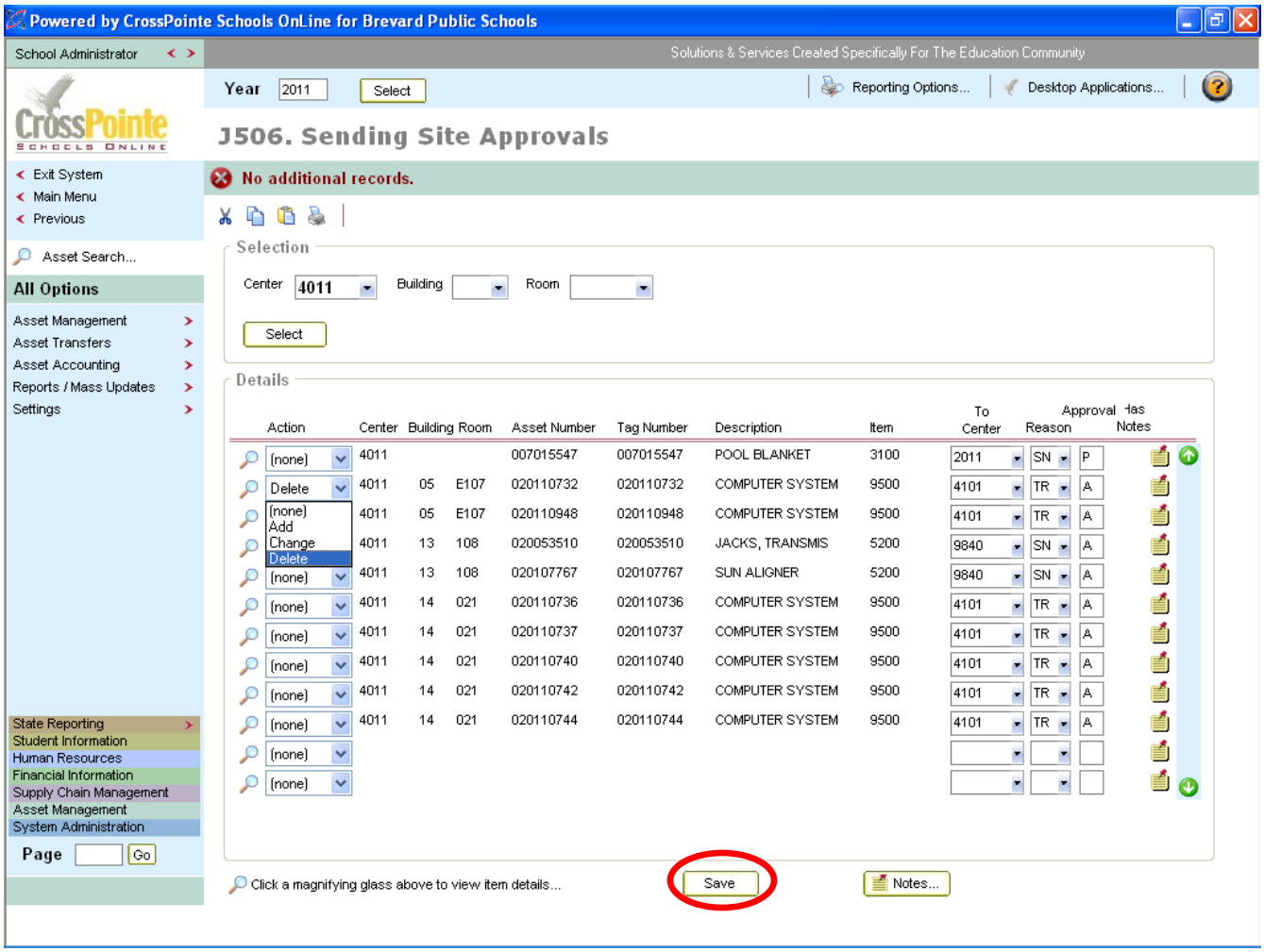
For transfers that have not been approved there will be a 'P' in the **Approval** field.

To view details of a transfer click on the **magnifying glass** icon beside the transfer record. Additionally the notes, if any, can also be accessed from this panel by clicking the **notepad** icon.

Under the action column select **Change** from the dropdown box, type an '**A**' in the Approval field and press the **Enter** key or the **Save** button to approve outgoing transfers. Multiple actions can be made, but you <u>must</u> save your changes <u>before</u> you page down to the next page.

**This completes the transfer on the sending side.**

After a transfer has been approved, all of the receiving site's designees will be sent an automatic email notification that the transfer requires action of the designee to acknowledge receipt once the asset is physically received at that site. ***It is important to note that if changes are made to a transfer record that has already been approved new emails will be sent to the receiving site's designees.***

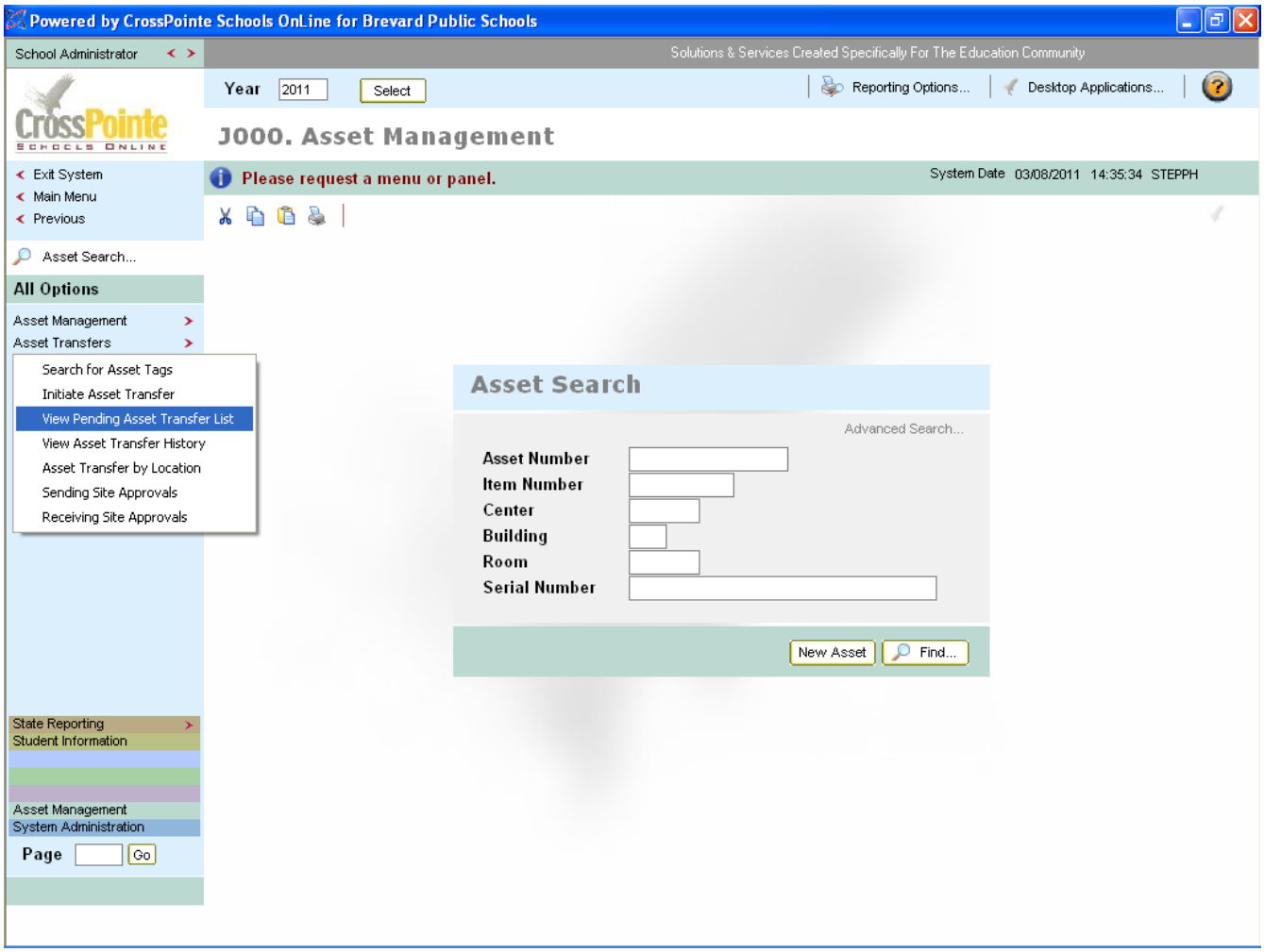

Powered by CrossPointe Schools OnLine for Brevard Public Schools
School Administrator
Solutions & Services Created Specifically For The Education Community
Year 2011 Select
Reporting Options...
Desktop Applications...
J506. Sending Site Approvals
No additional records.
Exit System
Main Menu
Previous
Asset Search...
All Options
Asset Management
Asset Transfers
Asset Accounting
Reports / Mass Updates
Settings
State Reporting
Student Information
Human Resources
Financial Information
Supply Chain Management
Asset Management
System Administration
Page Go
Selection
Center 4011 Building Room
Select
Details
Action Center Building Room Asset Number Tag Number Description Item To Center Approval Reason Has Notes
(none) 4011 007015547 007015547 POOL BLANKET 3100 2011 SN P
Delete 4011 05 E107 020110732 020110732 COMPUTER SYSTEM 9500 4101 TR A
(none) 4011 05 E107 020110948 020110948 COMPUTER SYSTEM 9500 4101 TR A
Add
Change
Delete
4011 13 108 020053510 020053510 JACKS, TRANSMIS 5200 9840 SN A
(none) 4011 13 108 020107767 020107767 SUN ALIGNER 5200 9840 SN A
(none) 4011 14 021 020110736 020110736 COMPUTER SYSTEM 9500 4101 TR A
(none) 4011 14 021 020110737 020110737 COMPUTER SYSTEM 9500 4101 TR A
(none) 4011 14 021 020110740 020110740 COMPUTER SYSTEM 9500 4101 TR A
(none) 4011 14 021 020110742 020110742 COMPUTER SYSTEM 9500 4101 TR A
(none) 4011 14 021 020110744 020110744 COMPUTER SYSTEM 9500 4101 TR A
(none)
(none)
Click a magnifying glass above to view item details...
Save
Notes...

To delete a transfer that has already been approved by the property custodian (Principal/Department Director or above), then the property custodian (Principal/Department Director or above) must delete it using this panel. To do so:

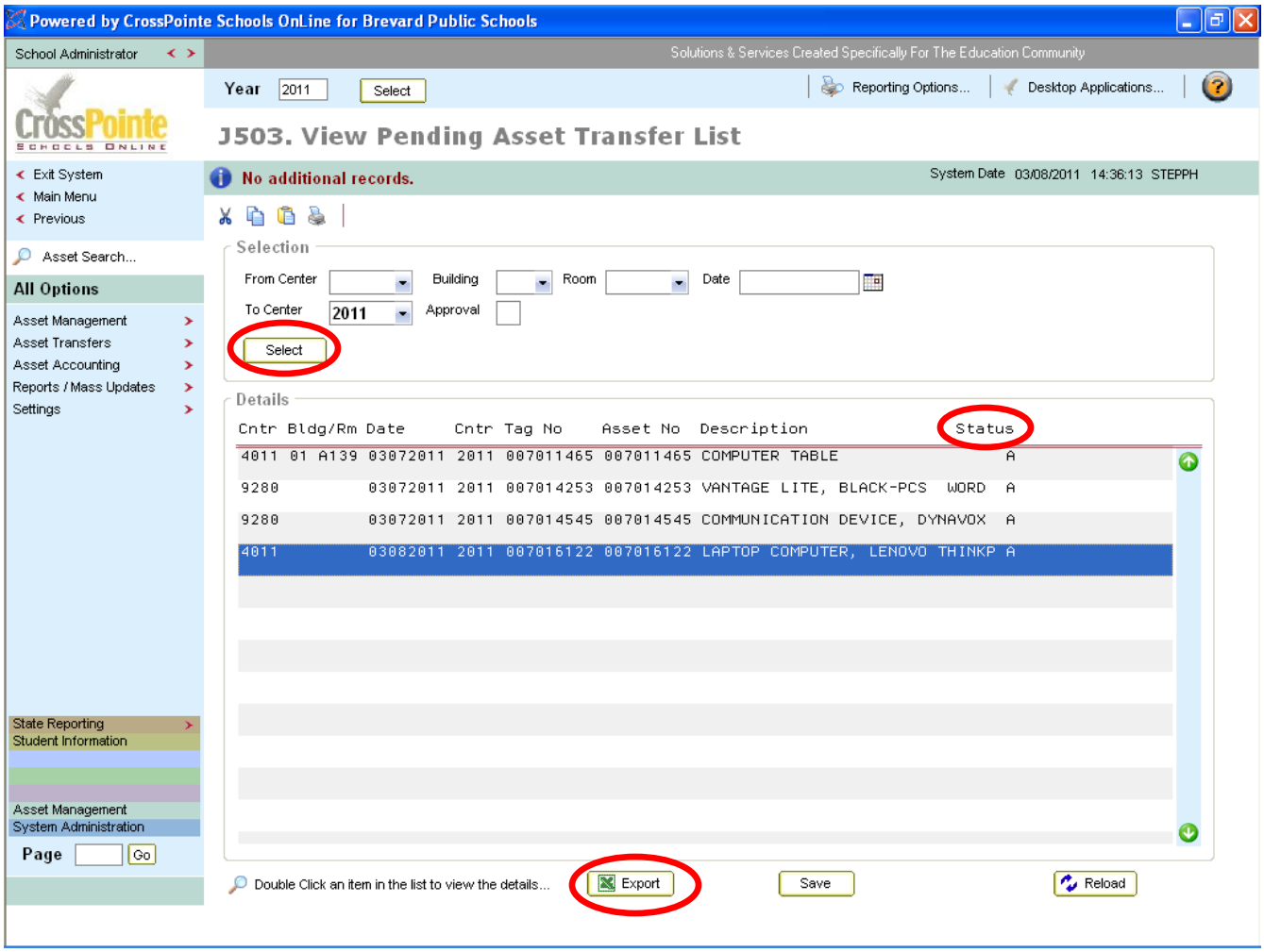
Select the transfer record you wish to delete.
Select **Delete** from the dropdown box.
Click the **Save** button.

# On-Line Transfers:

## Receiving Site Property Designee




Under the All Options menu select **Asset Transfers** and then **View Pending Asset Transfer List** to view all incoming transfers.

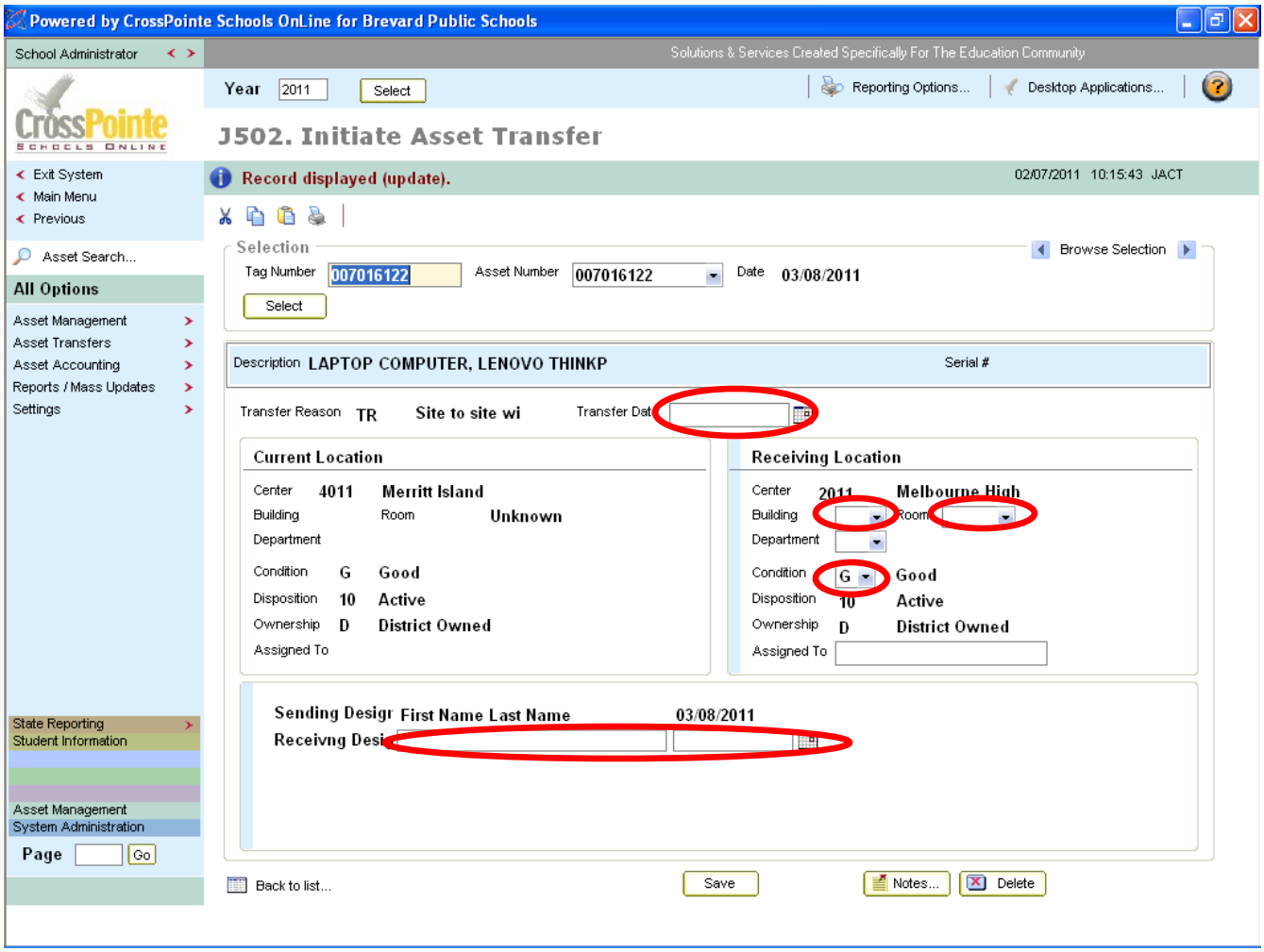



Your center number will automatically populate the To Center field. To view all pending transfers:

Press the **Enter** key or the **Select** button.
Press the **Page Down** key until the Information Line says, 'No Additional Records.'
Use the **Page Up** and **Page Down** keys on your keyboard or the green arrows on the screen to scroll through all of the pending transfers.
Highlight the record you want to view and **double-click** it or press **F11**.

By clicking **Export**, you can export this list into an Excel format. To assure all data has been loaded into Excel, you must wait for the Excel Interface box to appear. It will say 'Excel Interface Finished Successfully.' Page 37 shows an example of data exported to Excel.

Transfers with a **Status** of 'P' have not been approved by the sending site's property custodian (Principal/Department Director or above) yet. If your site has received a transfer with a 'P' status, please contact the sending site and request that their property custodian (Principal/Department Director or above) complete their approval. You will not be able to complete all of the receiving site designee actions until this approval is made.




The following fields require an entry:

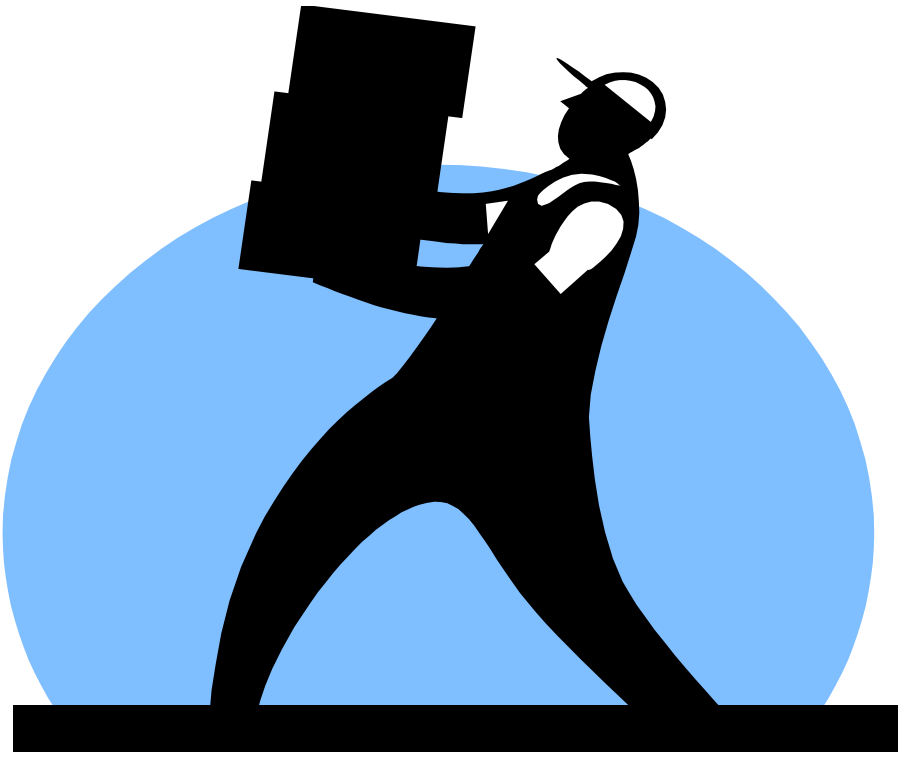
1. Transfer Date
   Enter the date your site received the asset
2. Building Number
   Enter the asset's building # or choose it from the dropdown box
3. Room Number
   Enter the asset's room # or choose it from the dropdown box
4. Condition
   Enter the asset's condition when it was received
5. Receiving Designee & Date
   Enter your first and last name and today's date

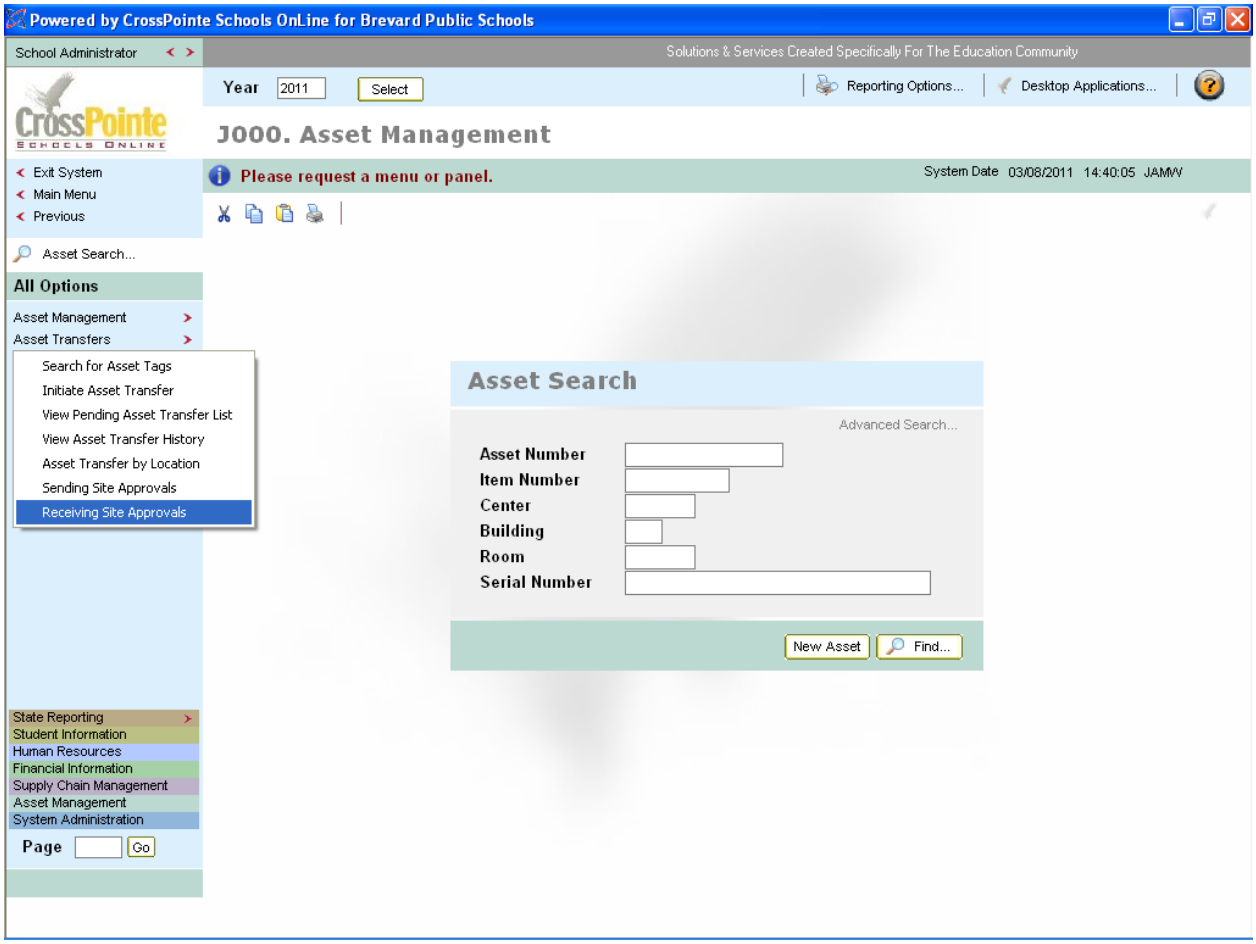
Additional information can be added in the Assigned To box. This data will only appear in the Asset Transfer History Query (refer to pages 42-44).

When all required data has been entered click **Save**.

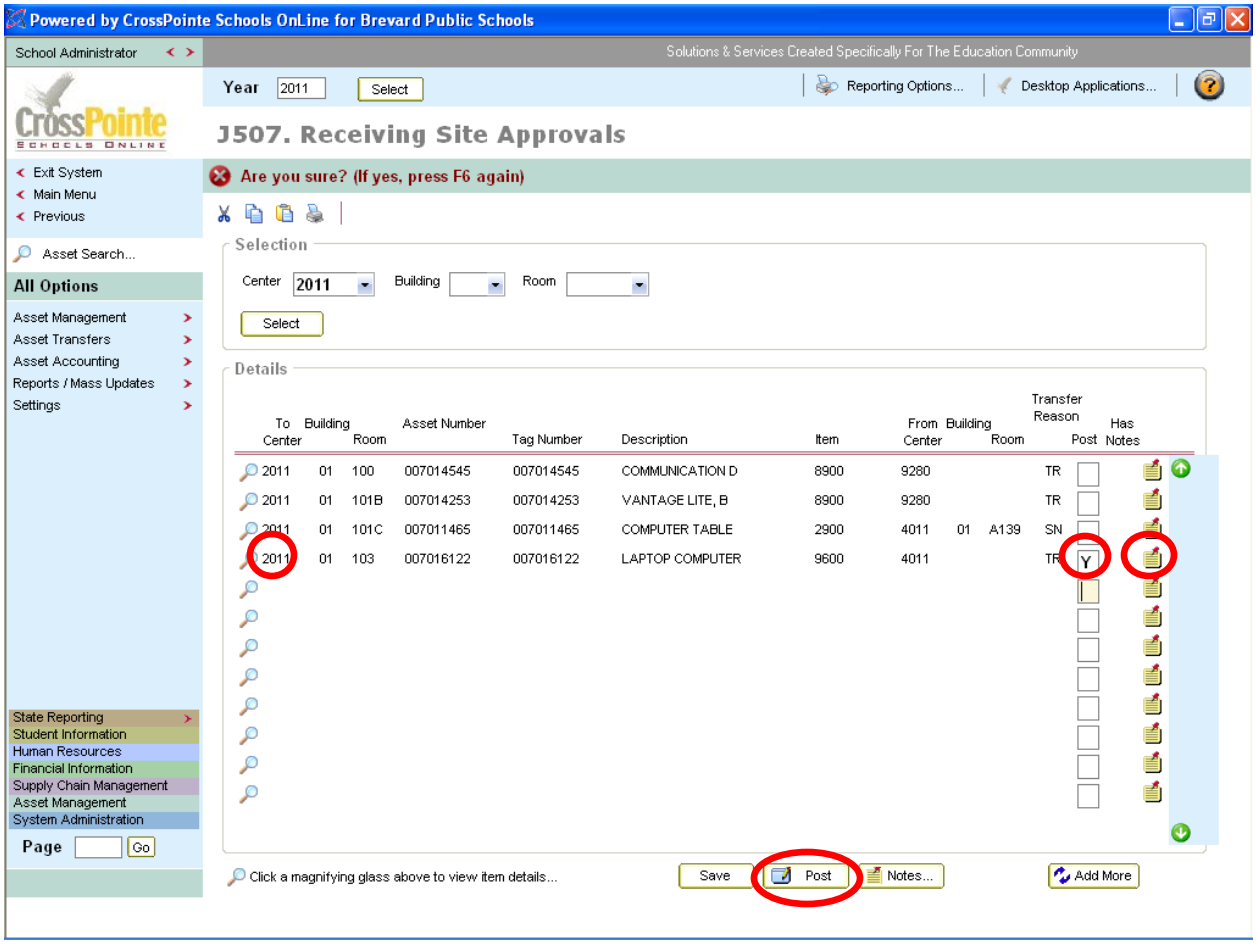
After the action of the receiving site designee, the receiving site's property custodian (Principal/Department Director or above) will be sent an automatic email notification that the transfer needs to be approved. ***It is important to note that if changes are made to a transfer record that has already been received on, a new email will be sent to the receiving site's property custodian (Principal/Department Director or above).***

# On-Line Transfers:
## Receiving Site Property Custodian






Under the All Options menu select **Asset Transfers** and then **Receiving Site Approvals** to view incoming transfers ready for receiving.


Powered by CrossPointe Schools OnLine for Brevard Public Schools
School Administrator
Solutions & Services Created Specifically For The Education Community
Year 2011 Select
Reporting Options...
Desktop Applications...
J507. Receiving Site Approvals
Exit System
Main Menu
Previous
Asset Search...
All Options
Asset Management
Asset Transfers
Asset Accounting
Reports / Mass Updates
Settings
State Reporting
Student Information
Human Resources
Financial Information
Supply Chain Management
Asset Management
System Administration
Page Go
Are you sure? (If yes, press F6 again)
Selection
Center 2011 Building Room
Select
Details
To Center Building Room Asset Number Tag Number Description Item From Center Building Room Transfer Reason Post Has Notes
2011 01 100 007014545 007014545 COMMUNICATION D 8900 9280 TR
2011 01 101B 007014253 007014253 VANTAGE LITE, B 8900 9280 TR
2011 01 101C 007011465 007011465 COMPUTER TABLE 2900 4011 01 A139 SN
2011 01 103 007016122 007016122 LAPTOP COMPUTER 9600 4011 TR Y
Click a magnifying glass above to view item details...
Save
Post
Notes...
Add More

<u>This panel is not accessible for use except by the Property Custodian (Principal/Department Head or above).</u>

The receiving site's property custodian (Principal/Department Director or above) can approve a pending transfer once the record has had the appropriate information added and is saved by the designee. The property custodian (Principal/Department Director or above) can also receive on multiple records at one time. Multiple actions can be made, but you <u>must</u> save your changes <u>before</u> you page down to the next page.

To view the entire list use **Page Up** or **Page Down** on your keyboard until the Information Line says, 'No additional records.' To see the transfer initiation screen, click the **magnifying glass** icon beside the transfer record. Additionally the notes, if any, can also be accessed from this panel by clicking the **notepad** icon.

To approve a transfer:

Place a '**Y**' in the Post field.

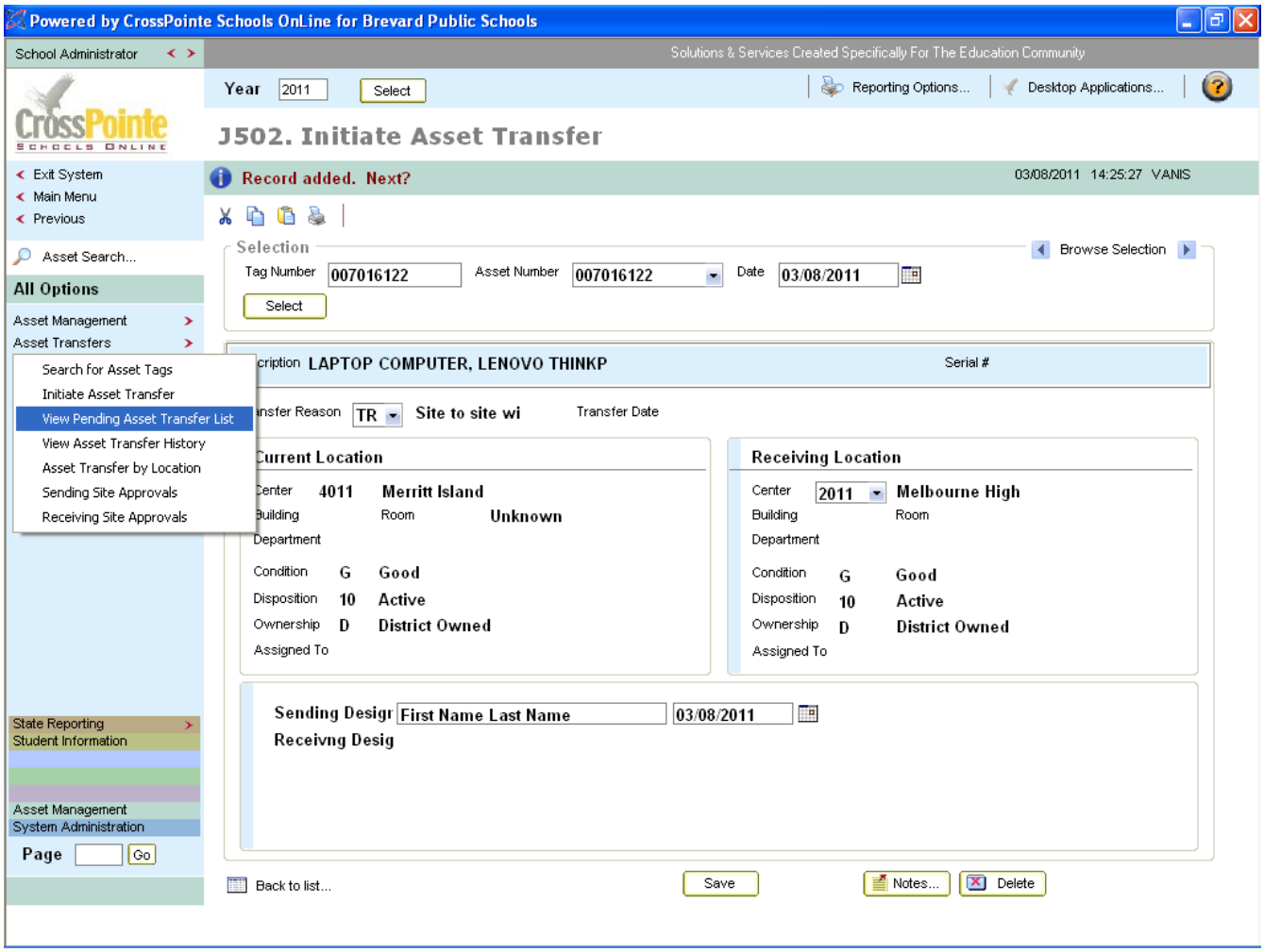
Click the **Post** button. The Information Line will ask the user to click the Post button (F6) one more time for verification.

Click **Post** again and only those records that have a 'Y' in the Post field will be permanently moved to your inventory.

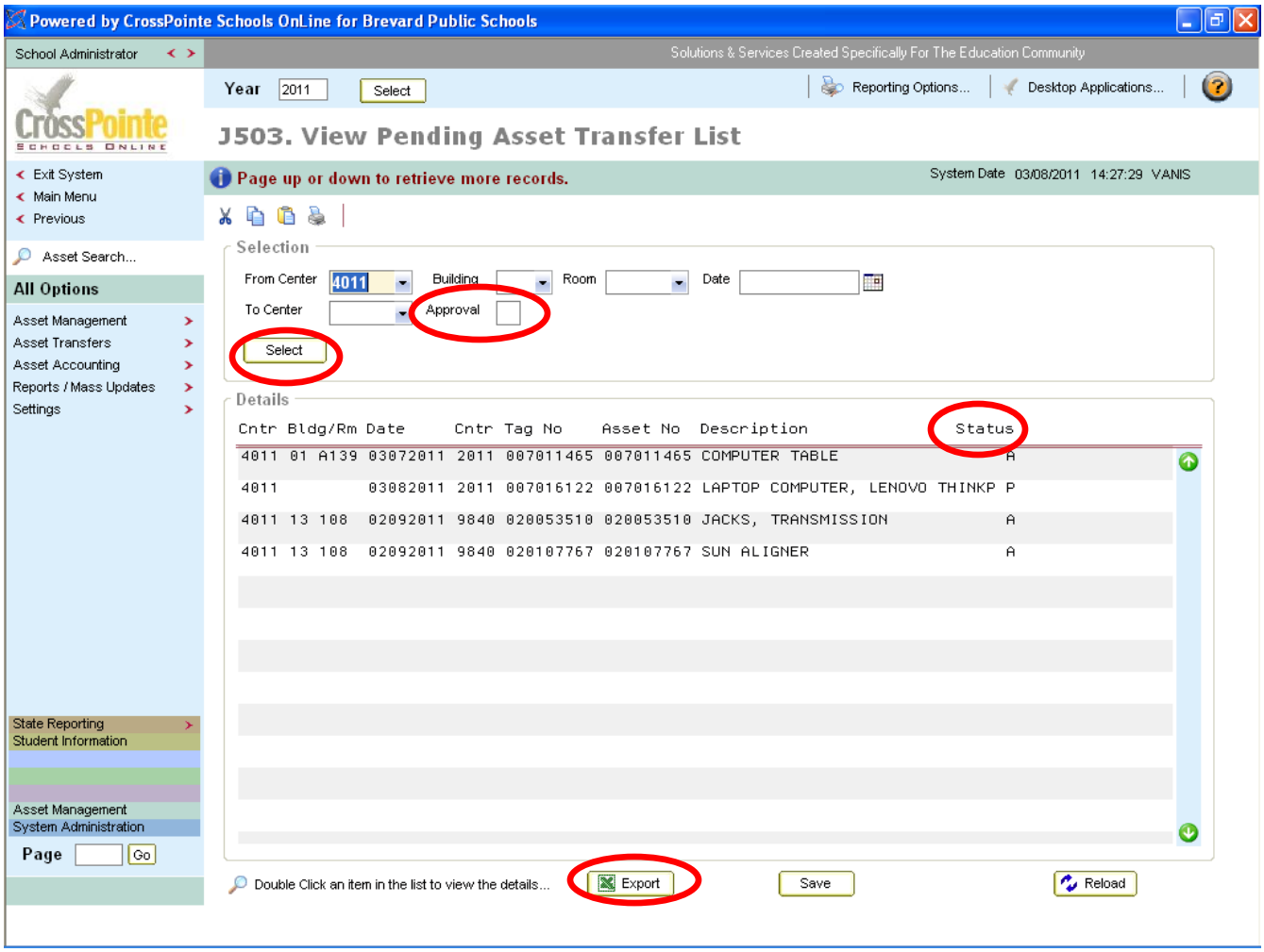
**This completes the transfer on the receiving side.** For further assurance that the transfer has been moved to your site's inventory refer to pages 38-41.

**<u>REMINDER</u>:** The **Post** button must be pressed <u>twice</u> for the asset to move to your inventory.

# View Pending Asset Transfers




At any time you can view all pending transfers to or from your site. Under the All Options menu click on **Asset Transfers** and then click on **View Pending Asset Transfer List**.




Your center number will automatically populate the To Center field. This will allow you to view all pending transfers to your site.

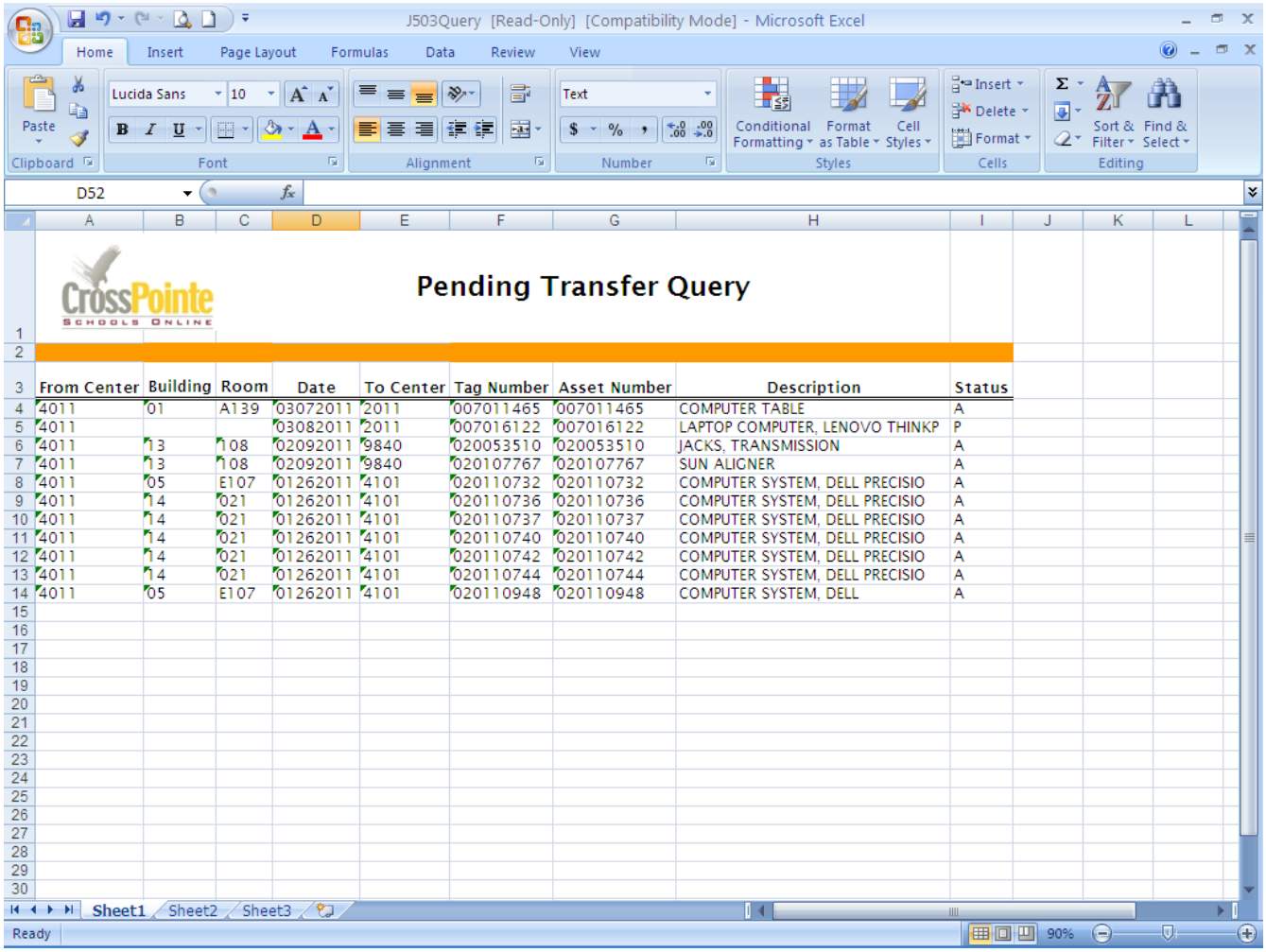
If you want to view all pending transfers from your site, remove your site number from the To Center field and enter it in the From Center field.

To view the results:

Press the **Enter** key or the **Select** button.
Press the **Page Down** key until the Information Line says, 'No Additional Records.'
Use the **Page Up** and **Page Down** keys on your keyboard or the green arrows on the screen to scroll through all of the pending transfers.
Highlight the record you want to view and **double-click** it or press **F11**.

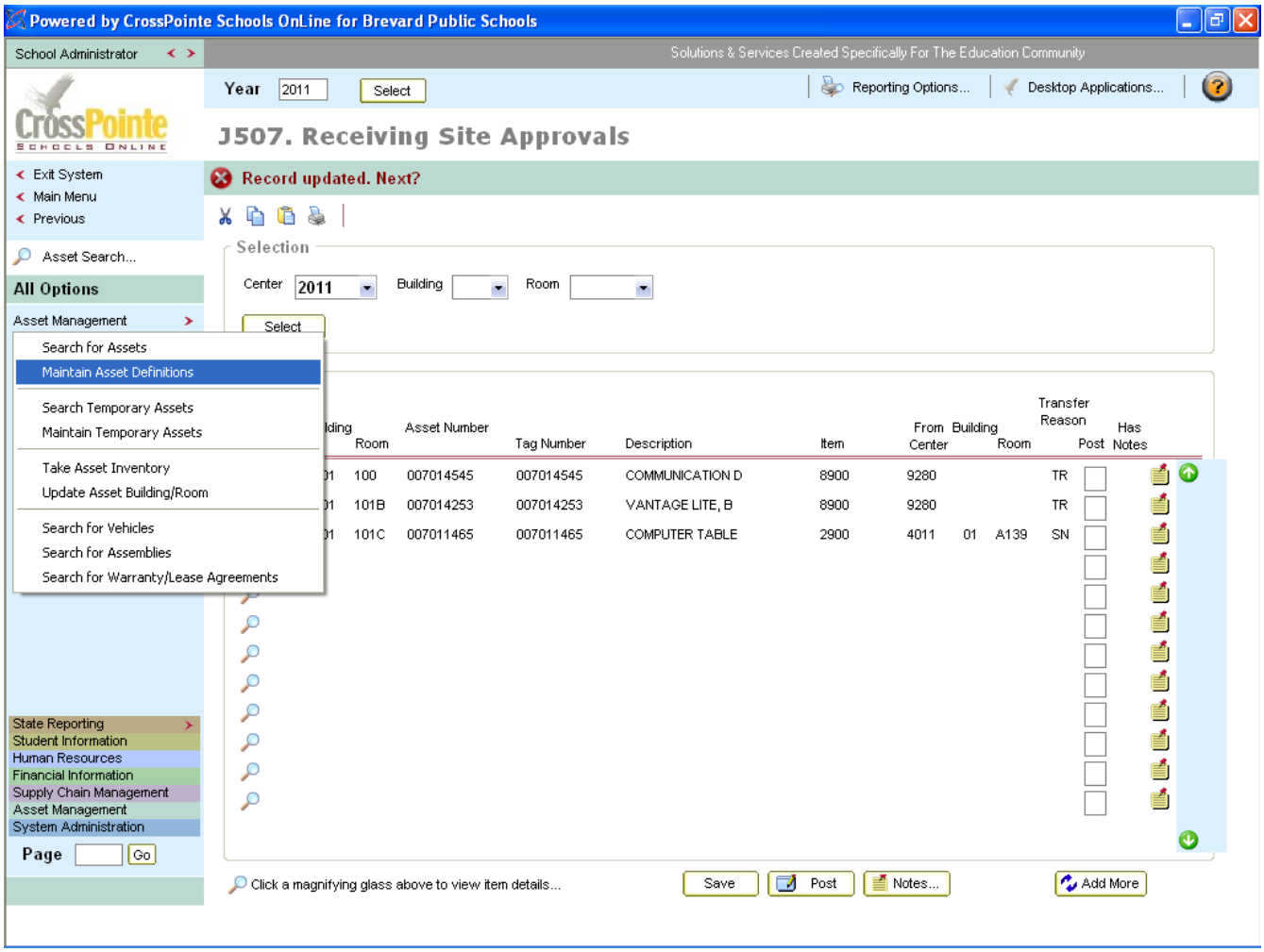
Transfers with a **Status** of 'A' have been approved by the sending site's property custodian (Principal/Department Director or above). Those with a **Status** of 'P' have not. You can search for approved transfers or pending transfers by placing an 'A' or 'P' in the **Approval** field.

By clicking **Export**, you can export this list into an Excel format. To assure all data has been loaded into Excel, you must wait for the Excel Interface box to appear. It will say 'Excel Interface Finished Successfully.' Page 37 shows an example of data exported to Excel.

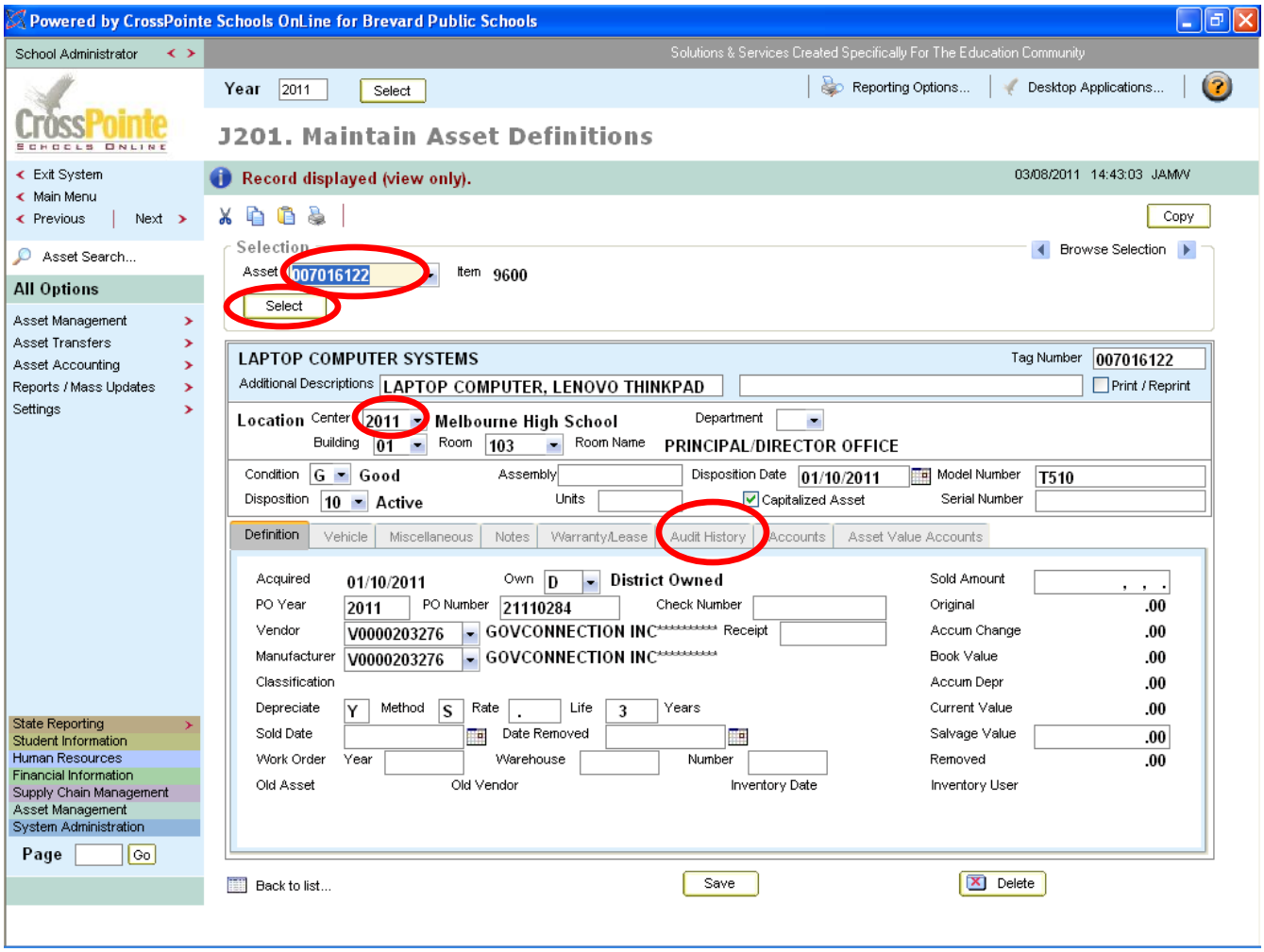

J503Query [Read-Only] [Compatibility Mode] - Microsoft Excel
Home
Insert
Page Layout
Formulas
Data
Review
View
Paste
Clipboard
Lucida Sans
10
Font
Alignment
Text
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
Sort & Filter
Find & Select
Editing
D52
CrossPointe
SCHOOLS ONLINE
Pending Transfer Query
From Center | Building | Room | Date | To Center | Tag Number | Asset Number | Description | Status
4011 | 01 | A139 | 03072011 | 2011 | 007011465 | 007011465 | COMPUTER TABLE | A
4011 | | | 03082011 | 2011 | 007016122 | 007016122 | LAPTOP COMPUTER, LENOVO THINKP | P
4011 | 13 | 108 | 02092011 | 9840 | 020053510 | 020053510 | JACKS, TRANSMISSION | A
4011 | 13 | 108 | 02092011 | 9840 | 020107767 | 020107767 | SUN ALIGNER | A
4011 | 05 | E107 | 01262011 | 4101 | 020110732 | 020110732 | COMPUTER SYSTEM, DELL PRECISIO | A
4011 | 14 | 021 | 01262011 | 4101 | 020110736 | 020110736 | COMPUTER SYSTEM, DELL PRECISIO | A
4011 | 14 | 021 | 01262011 | 4101 | 020110737 | 020110737 | COMPUTER SYSTEM, DELL PRECISIO | A
4011 | 14 | 021 | 01262011 | 4101 | 020110740 | 020110740 | COMPUTER SYSTEM, DELL PRECISIO | A
4011 | 14 | 021 | 01262011 | 4101 | 020110742 | 020110742 | COMPUTER SYSTEM, DELL PRECISIO | A
4011 | 14 | 021 | 01262011 | 4101 | 020110744 | 020110744 | COMPUTER SYSTEM, DELL PRECISIO | A
4011 | 05 | E107 | 01262011 | 4101 | 020110948 | 020110948 | COMPUTER SYSTEM, DELL | A
Sheet1
Sheet2
Sheet3
Ready
90%

You can use this report to alert your property custodian (Principal/Department Director or above) that they have pending transfers that need approval.

# View Completed Asset Transfers

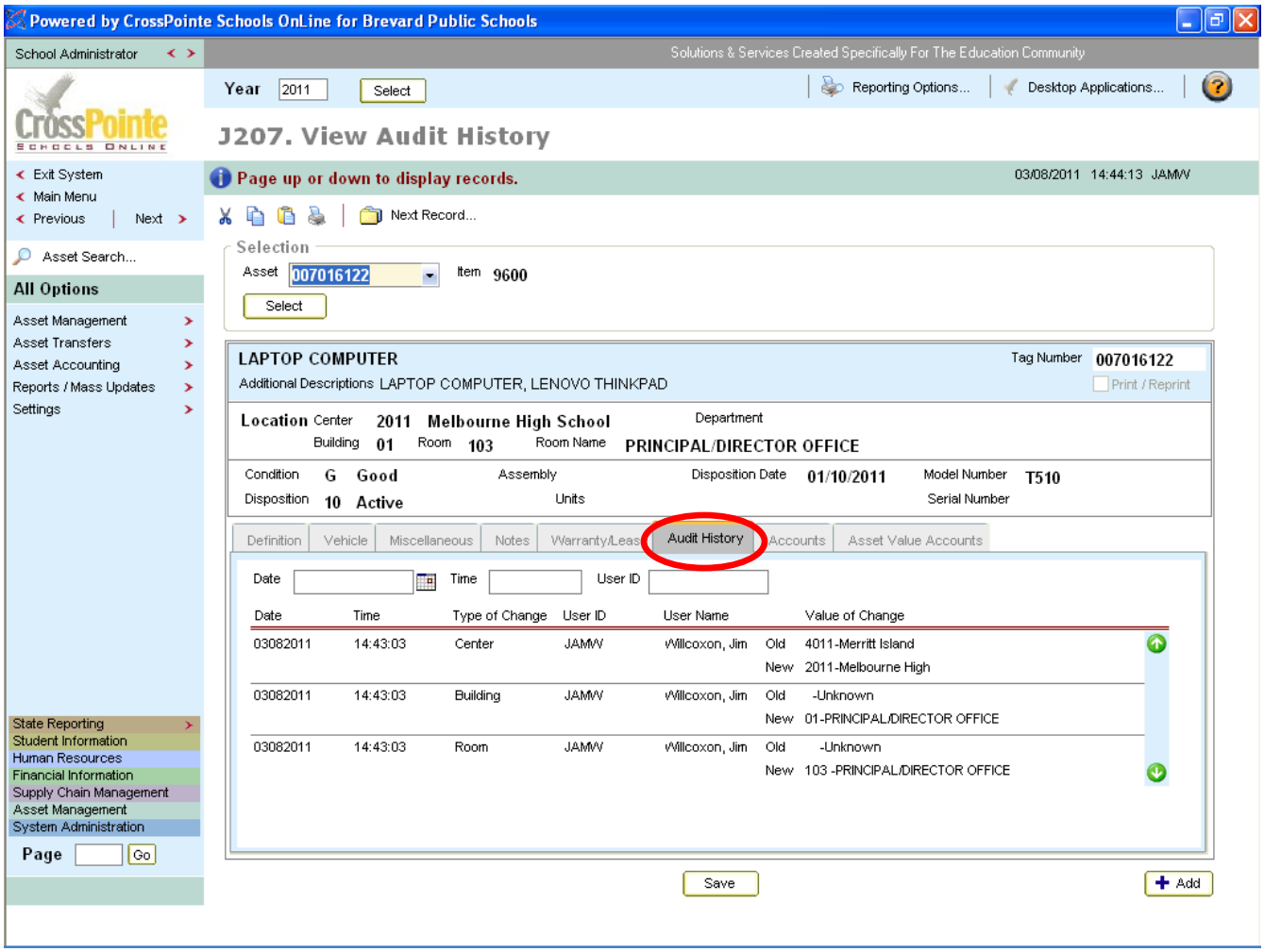



Under the All Options menu click on **Asset Management** and then **Maintain Asset Definitions** to view the transferred asset.

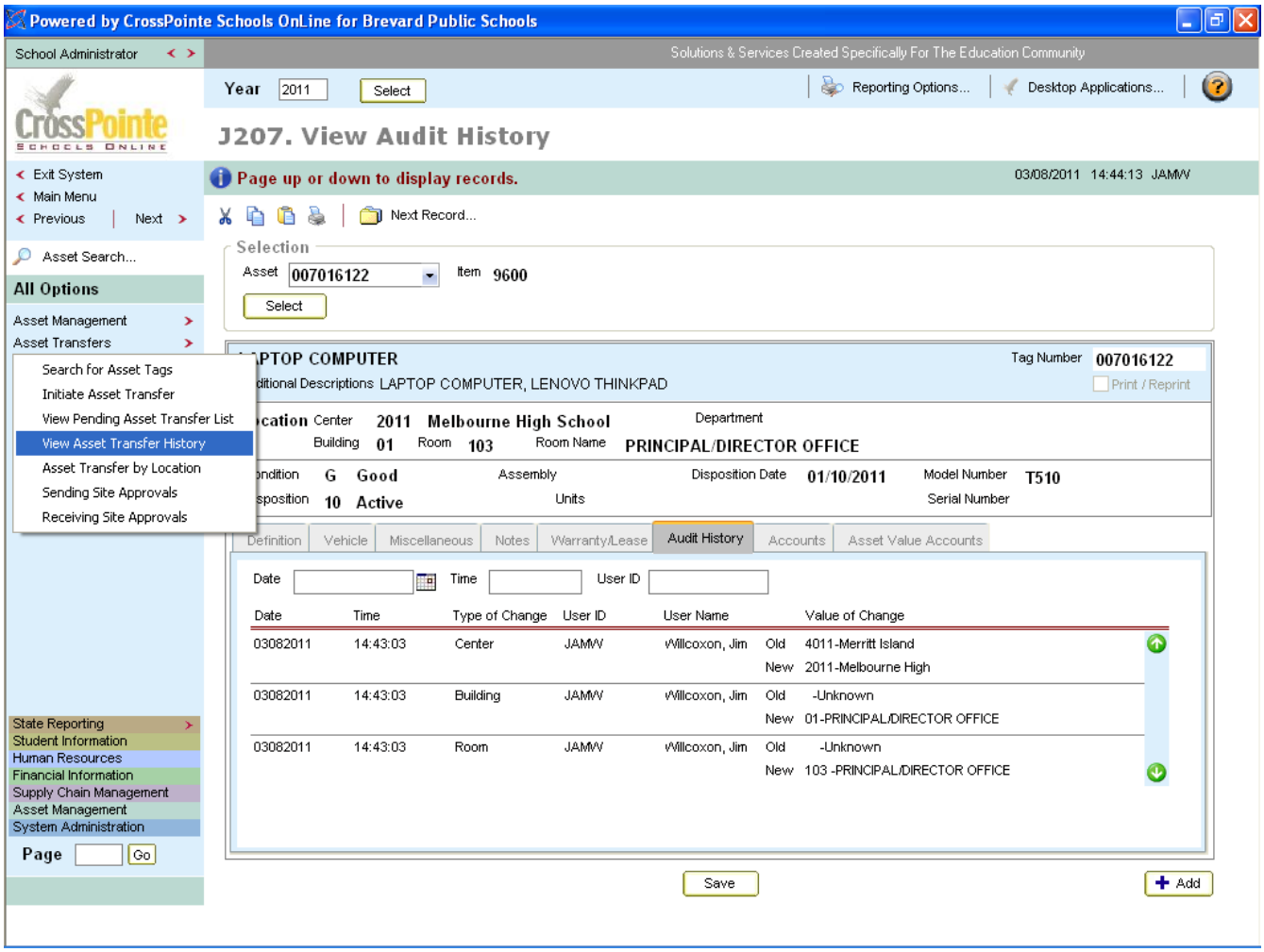



In the **Asset** box, type in the asset number and press the **Enter** key or click the **Select** button. The **Location Center** on this panel shows that the asset is now on the receiving site's inventory.

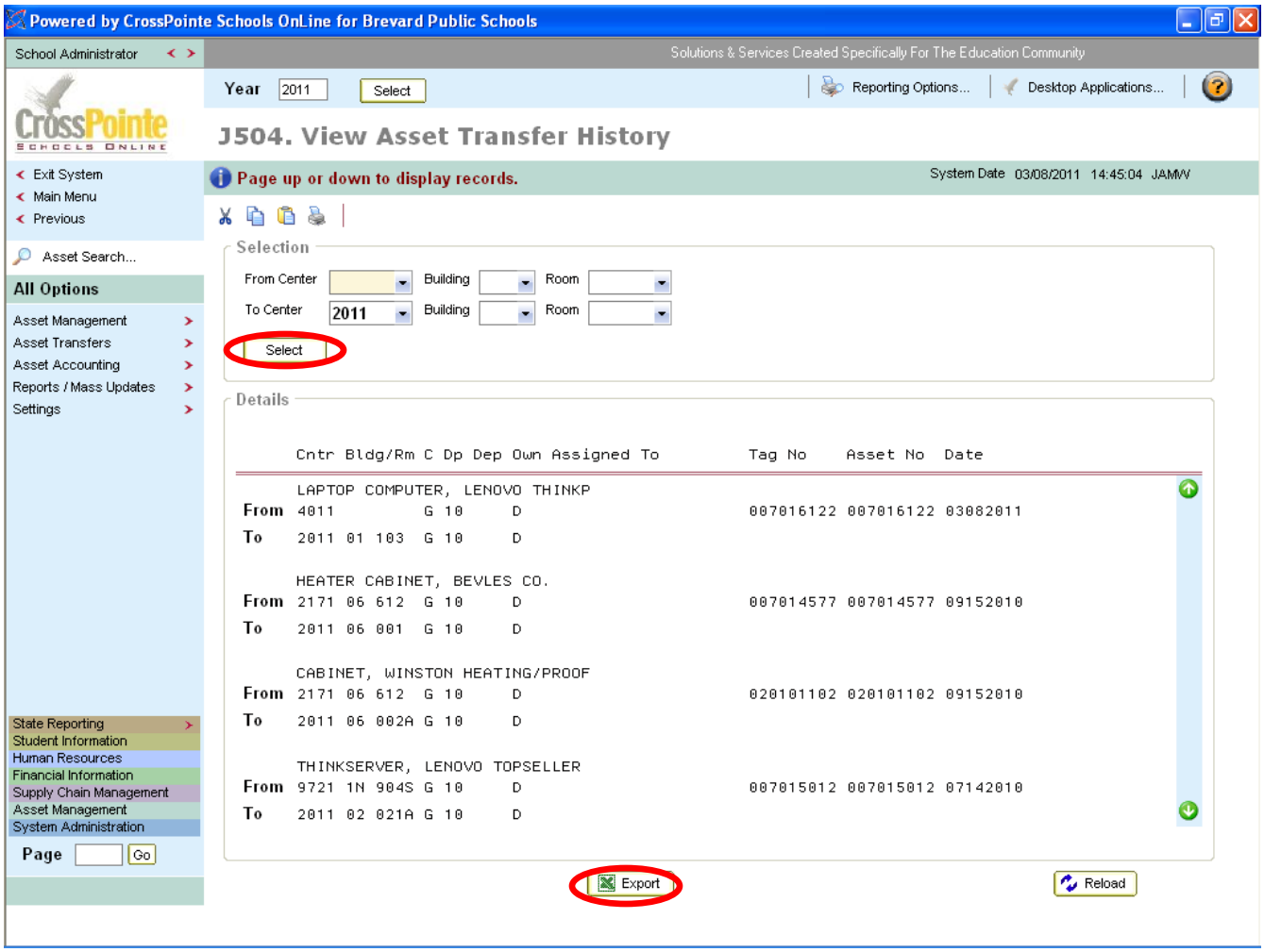
You may also click on the **Audit History** tab. Refer to the next page for further detail.




The Audit History tab shows where the asset came from and who approved the transfer. Use the **Page Down** key on your keyboard or the green arrows on the panel to view any additional history.




You can view all transfers made to and from your site by clicking on **Asset Transfers** and then **View Asset Transfer History**.

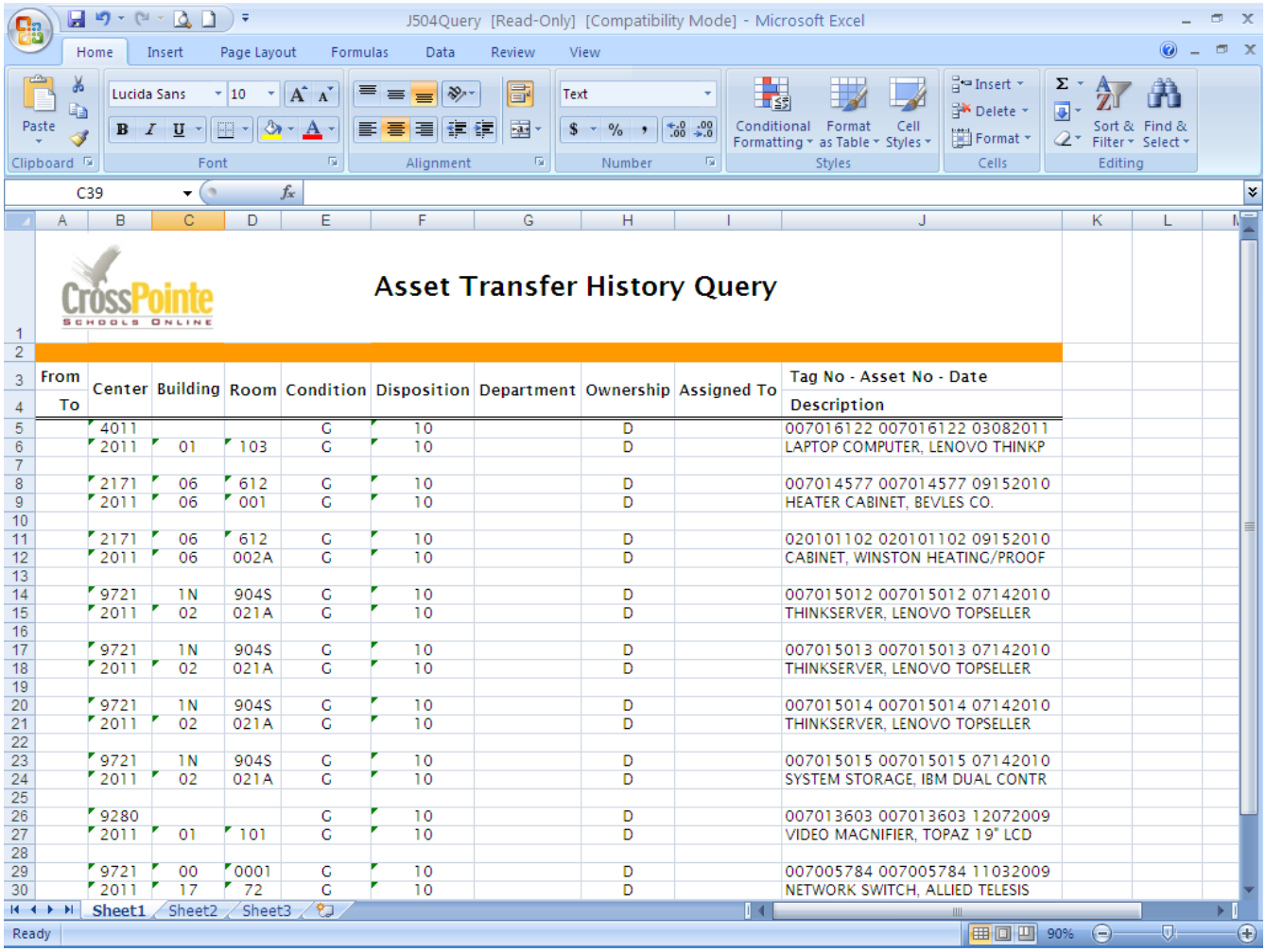



To view all transfers from your site enter your site number in the From Center field. To view all transfers to your site enter your site number in the To Center field.

Press the **Enter** key or the **Select** button.
Press the **Page Down** key until the Information Line says, 'No additional records.'
Use the **Page Up** and **Page Down** keys or the green arrows on the panel to scroll through the list.

Please note that only transfers processed through the online process will appear.

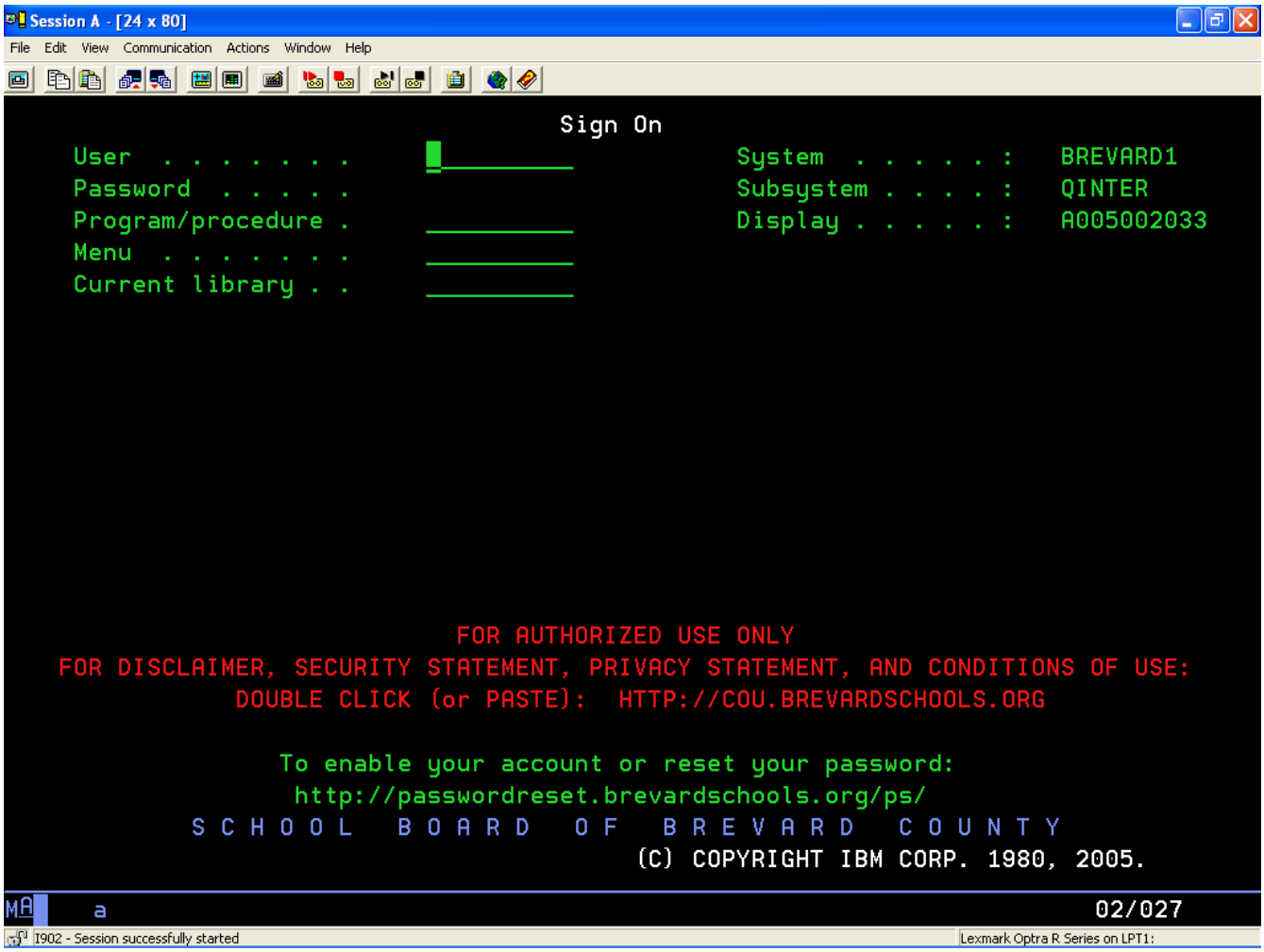
By clicking **Export**, you can export this list into an Excel format. To assure all data has been loaded into Excel, you must wait for the Excel Interface box to appear. It will say 'Excel Interface Finished Successfully.' Page 44 shows an example of data exported to Excel.



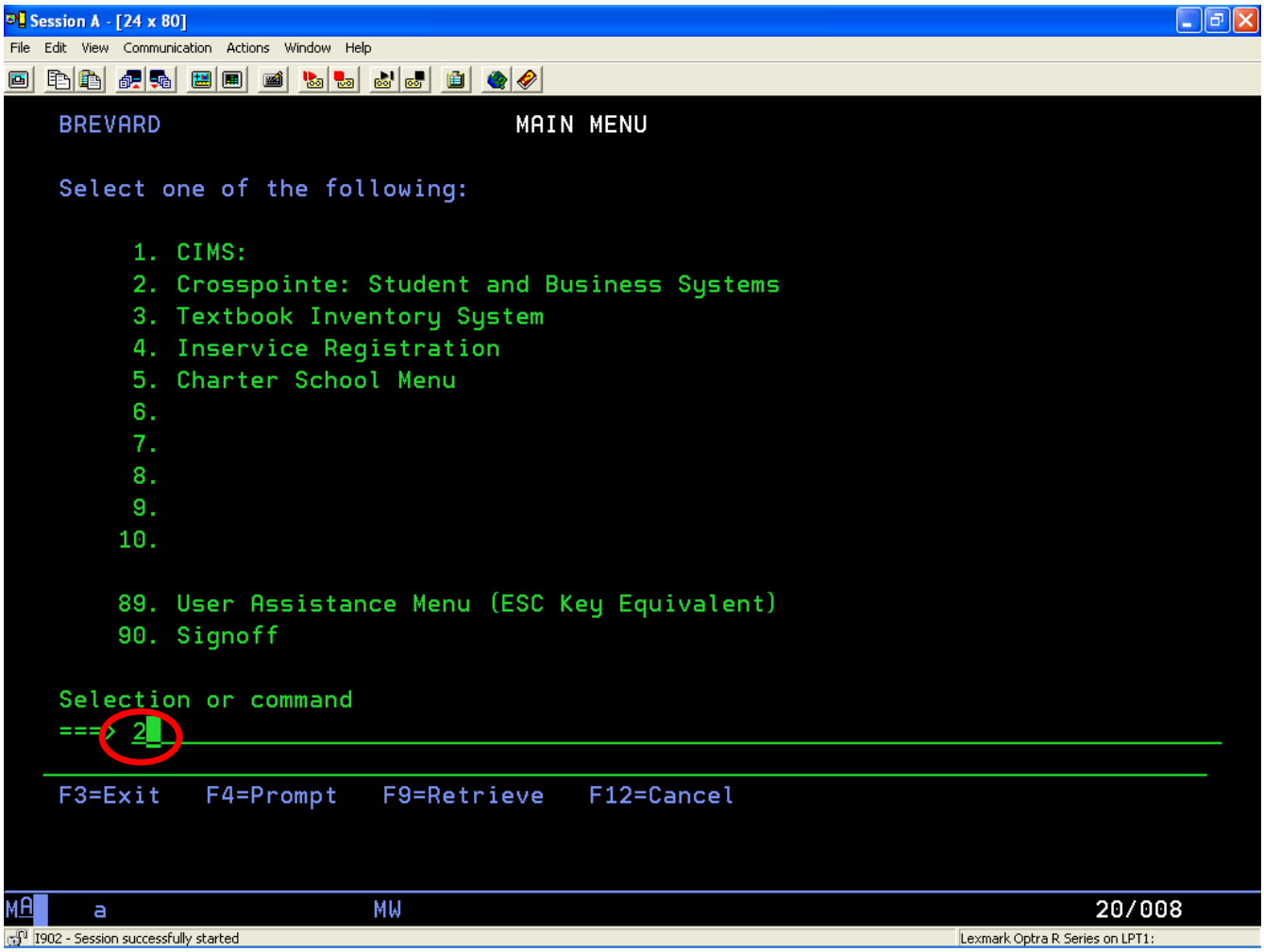

| From / To | Center | Building | Room | Condition | Disposition | Department | Ownership | Assigned To | Tag No - Asset No - Date / Description |
|---|---|---|---|---|---|---|---|---|---|
| | 4011 | | | G | 10 | | D | | 007016122 007016122 03082011 |
| | 2011 | 01 | 103 | G | 10 | | D | | LAPTOP COMPUTER, LENOVO THINKP |
| | 2171 | 06 | 612 | G | 10 | | D | | 007014577 007014577 09152010 |
| | 2011 | 06 | 001 | G | 10 | | D | | HEATER CABINET, BEVLES CO. |
| | 2171 | 06 | 612 | G | 10 | | D | | 020101102 020101102 09152010 |
| | 2011 | 06 | 002A | G | 10 | | D | | CABINET, WINSTON HEATING/PROOF |
| | 9721 | 1N | 904S | G | 10 | | D | | 007015012 007015012 07142010 |
| | 2011 | 02 | 021A | G | 10 | | D | | THINKSERVER, LENOVO TOPSELLER |
| | 9721 | 1N | 904S | G | 10 | | D | | 007015013 007015013 07142010 |
| | 2011 | 02 | 021A | G | 10 | | D | | THINKSERVER, LENOVO TOPSELLER |
| | 9721 | 1N | 904S | G | 10 | | D | | 007015014 007015014 07142010 |
| | 2011 | 02 | 021A | G | 10 | | D | | THINKSERVER, LENOVO TOPSELLER |
| | 9721 | 1N | 904S | G | 10 | | D | | 007015015 007015015 07142010 |
| | 2011 | 02 | 021A | G | 10 | | D | | SYSTEM STORAGE, IBM DUAL CONTR |
| | 9280 | | | G | 10 | | D | | 007013603 007013603 12072009 |
| | 2011 | 01 | 101 | G | 10 | | D | | VIDEO MAGNIFIER, TOPAZ 19" LCD |
| | 9721 | 00 | 0001 | G | 10 | | D | | 007005784 007005784 11032009 |
| | 2011 | 17 | 72 | G | 10 | | D | | NETWORK SWITCH, ALLIED TELESIS |

This shows the exported list in Excel; it lists all transfers since the online transfer process began.

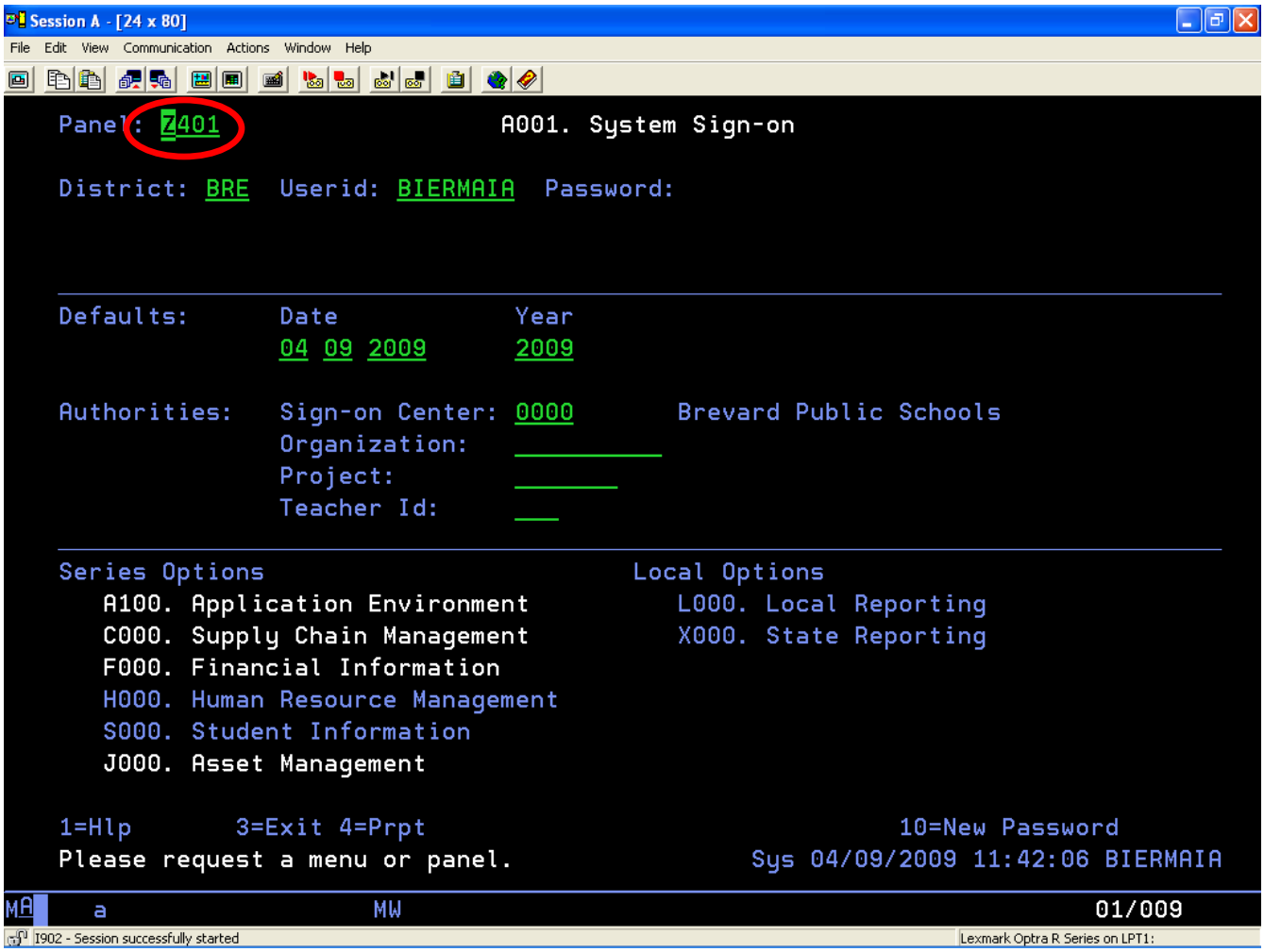
# Reports


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Sign On
User . . . . . .
Password . . . . .
Program/procedure .
Menu . . . . . .
Current library . .
System . . . . . : BREVARD1
Subsystem . . . . : QINTER
Display . . . . . : A005002033
FOR AUTHORIZED USE ONLY
FOR DISCLAIMER, SECURITY STATEMENT, PRIVACY STATEMENT, AND CONDITIONS OF USE:
DOUBLE CLICK (or PASTE): HTTP://COU.BREVARDSCHOOLS.ORG
To enable your account or reset your password:
http://passwordreset.brevardschools.org/ps/
S C H O O L B O A R D O F B R E V A R D C O U N T Y
(C) COPYRIGHT IBM CORP. 1980, 2005.
MA a
02/027
I902 - Session successfully started
Lexmark Optra R Series on LPT1:

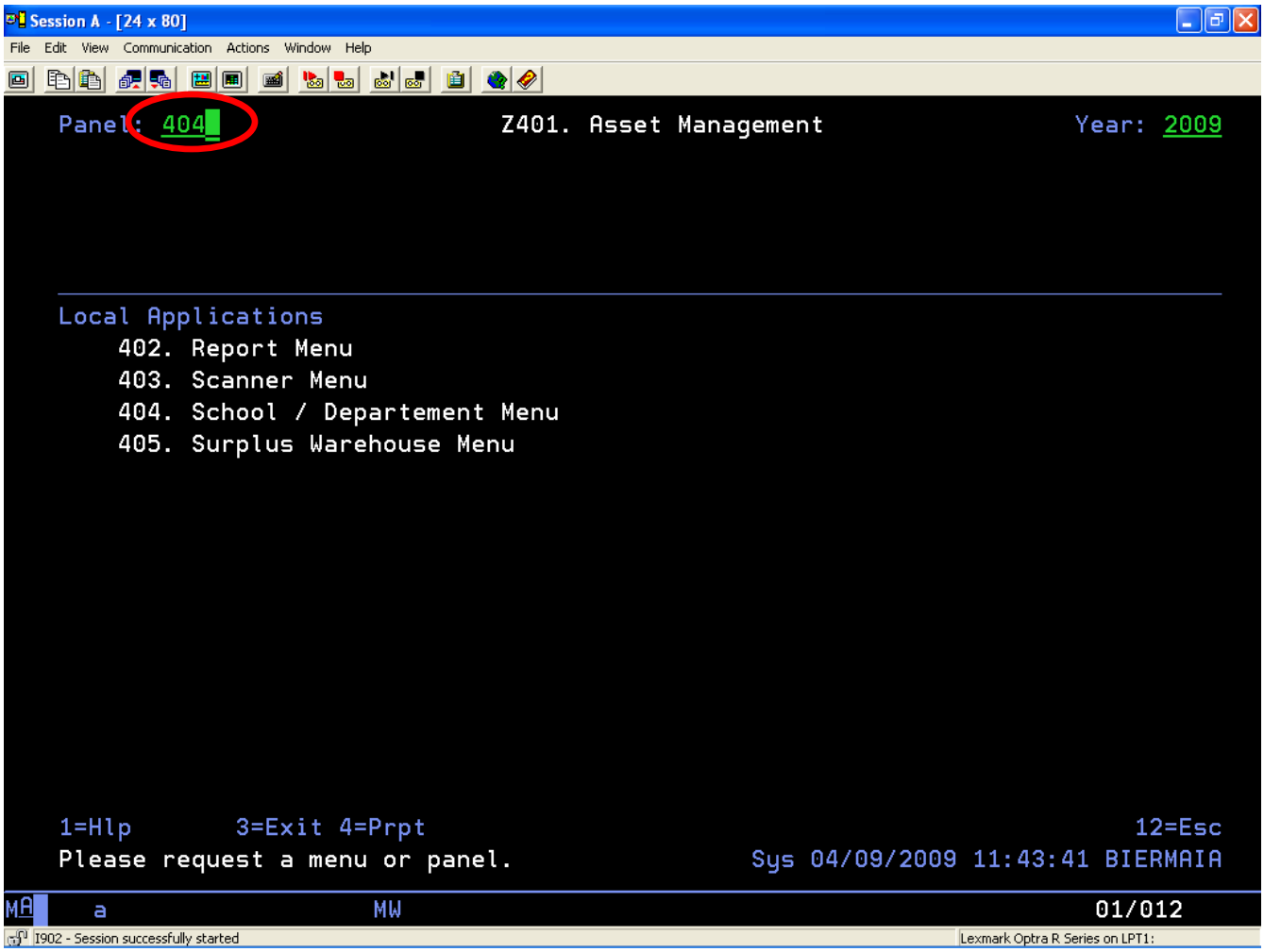
AS400 Sign-on Screen.



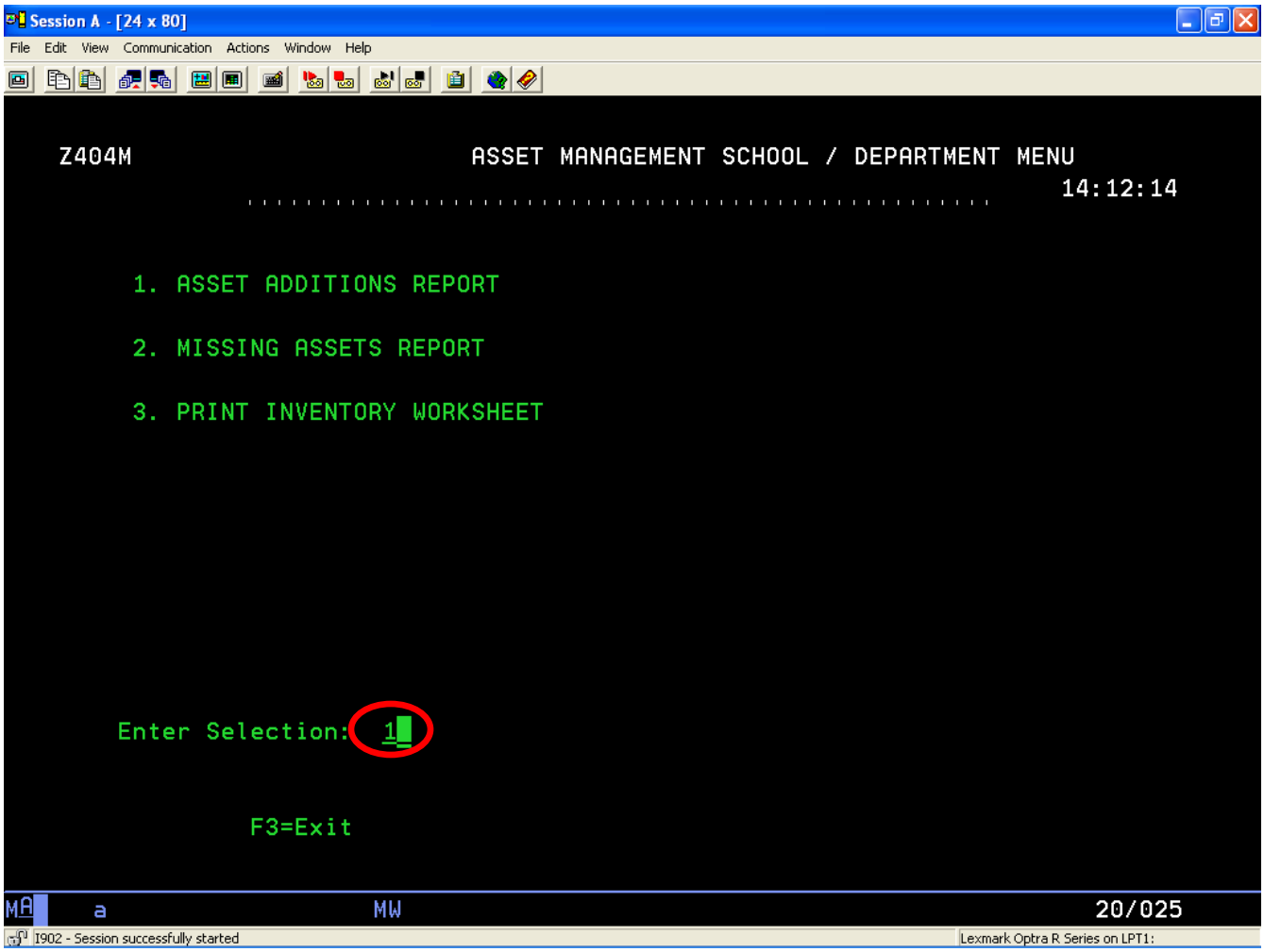

To select CrossPointe: Student and Business Systems, enter the number that appears next to CrossPointe: Student and Business Systems (in this example it's a "**2**") and press the **Enter** key.



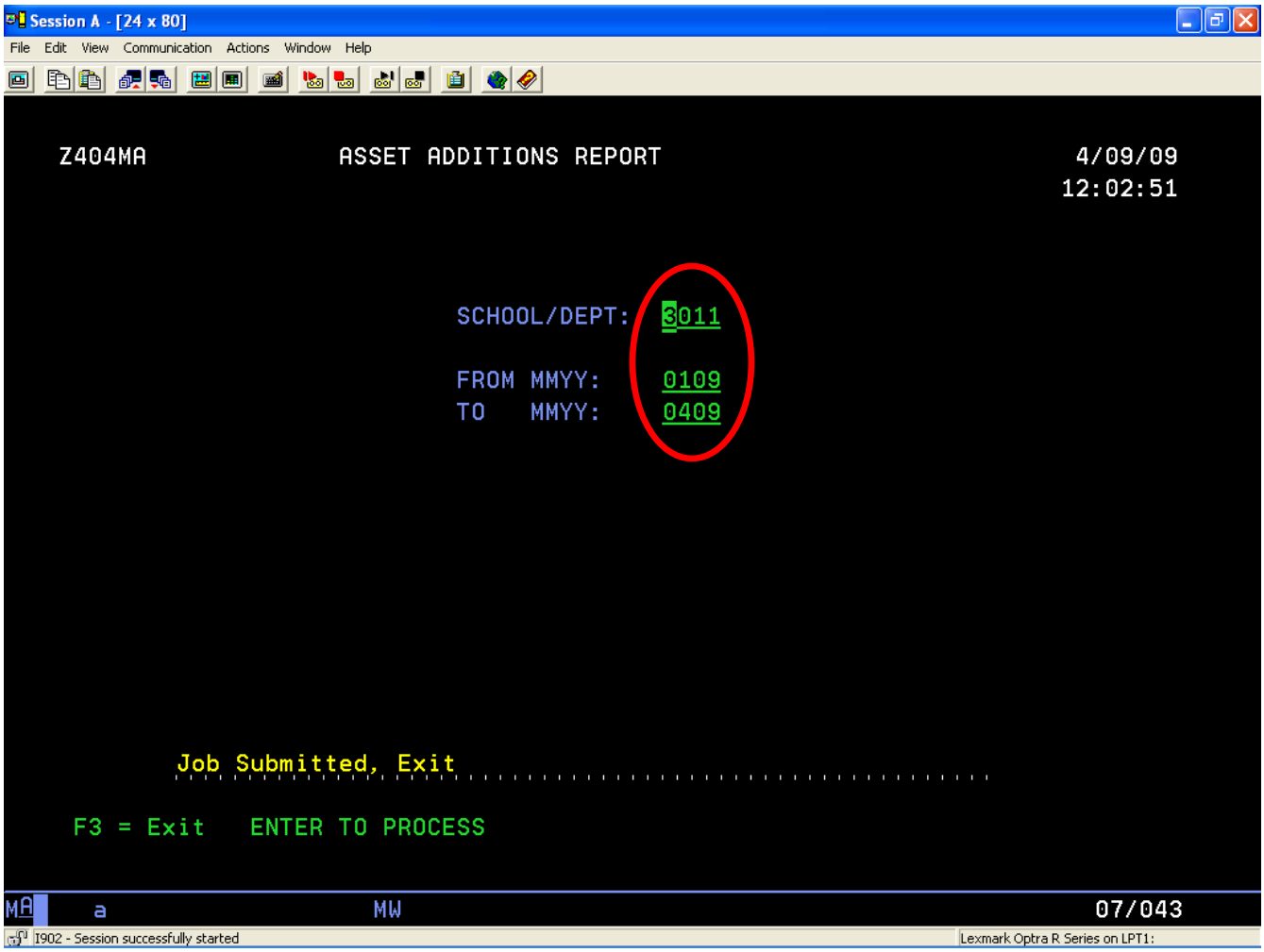

To access the report menu, type **Z401** in the Panel field and press the **Enter** key.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: 404
Z401. Asset Management
Year: 2009
Local Applications
402. Report Menu
403. Scanner Menu
404. School / Departement Menu
405. Surplus Warehouse Menu
1=Hlp 3=Exit 4=Prpt 12=Esc
Please request a menu or panel.
Sys 04/09/2009 11:43:41 BIERMAIA
MA a MW 01/012
I902 - Session successfully started
Lexmark Optra R Series on LPT1:

To view the reports on the School/Department Menu, type **404** in the Panel field and press the **Enter** key.

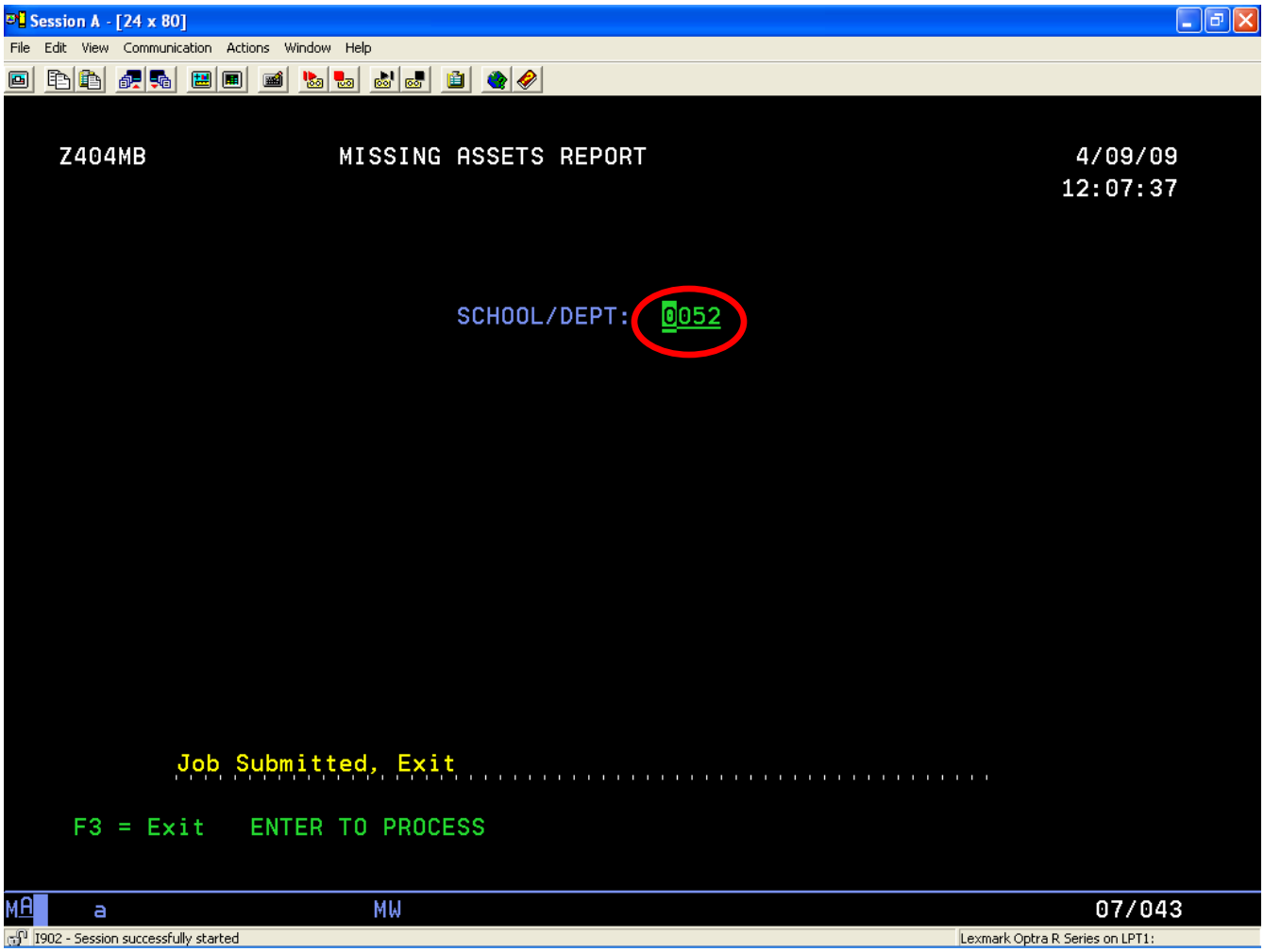

Session A - [24 x 80]
File Edit View Communication Actions Window Help
Z404M
ASSET MANAGEMENT SCHOOL / DEPARTMENT MENU
14:12:14
1. ASSET ADDITIONS REPORT
2. MISSING ASSETS REPORT
3. PRINT INVENTORY WORKSHEET
Enter Selection: 1
F3=Exit
MA a MW 20/025
I902 - Session successfully started
Lexmark Optra R Series on LPT1:

Enter the report number you wish to view in the Enter Selection field and press the **Enter** key.



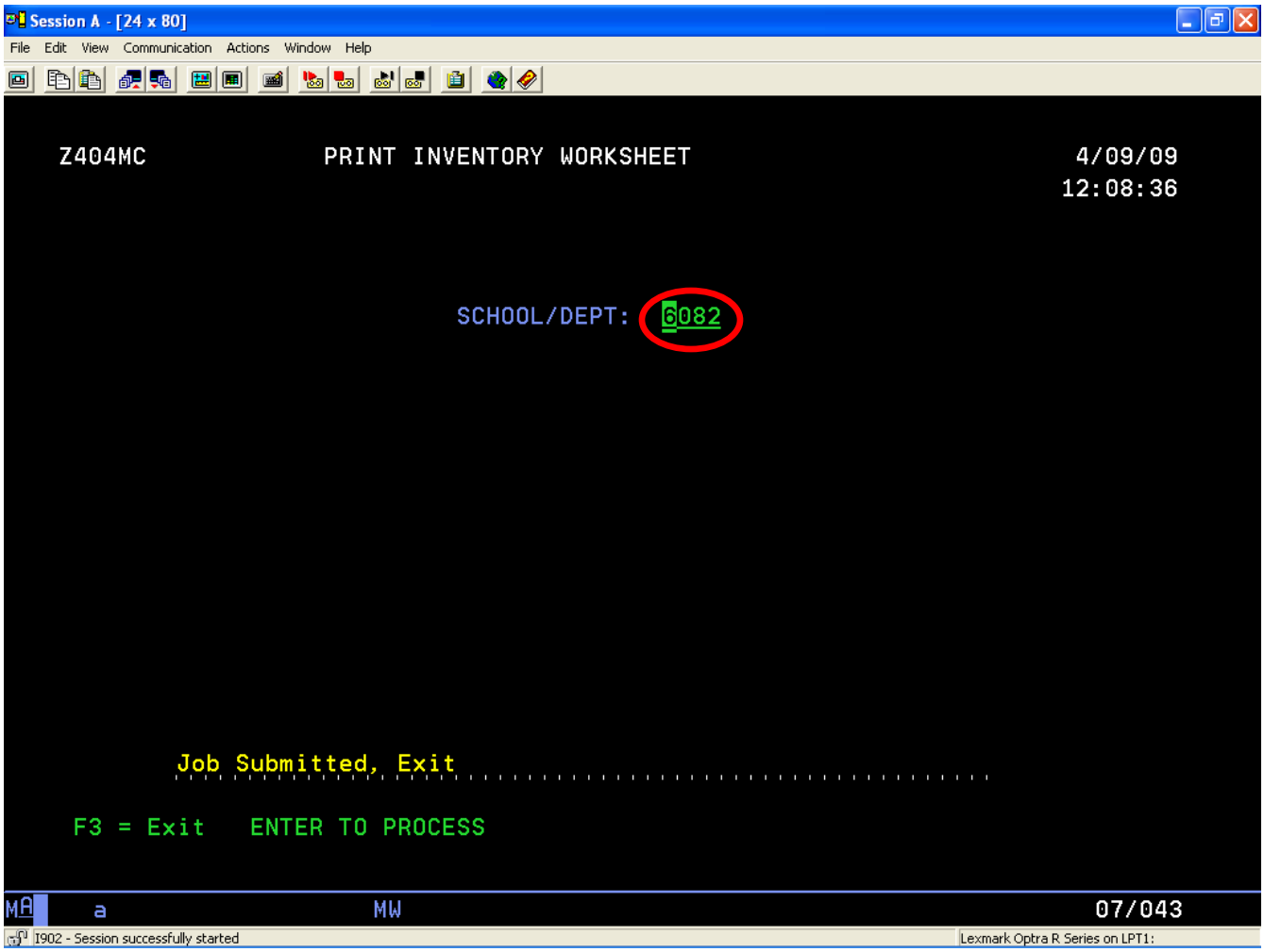

**Asset Additions Report:** this report lists all **newly purchased assets** added to a site's inventory within a given time period. It will **not** list transfers.

Enter your site number.
Enter a 'from' month and year.
Enter a 'to' month and year.
Press the **Enter** key to run the report.
Press **F3** to exit.



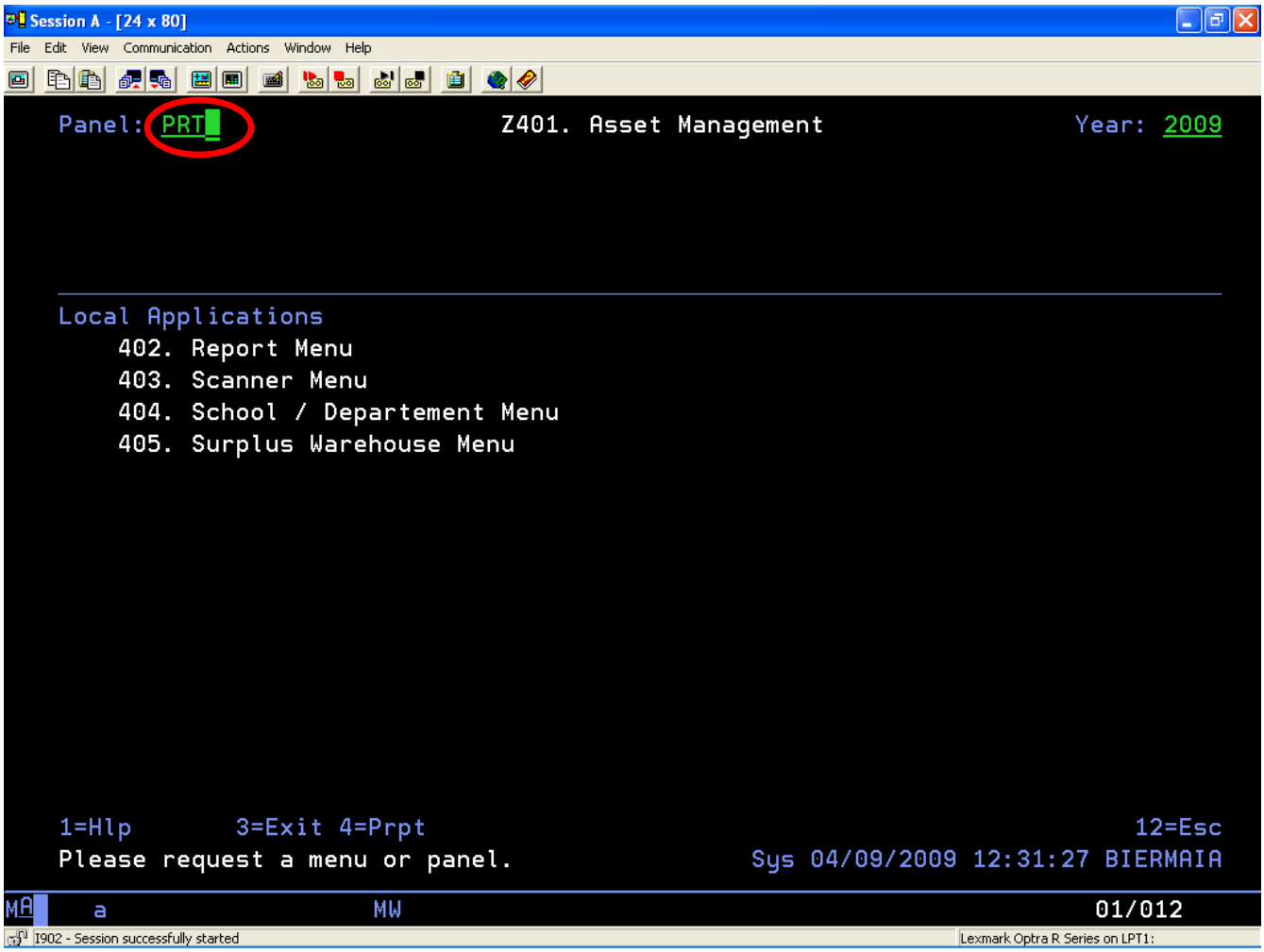

**Missing Assets Report:** this report lists all missing assets on the site's inventory.

Enter your site number.
Press the **Enter** key to run the report.
Press **F3** to exit.

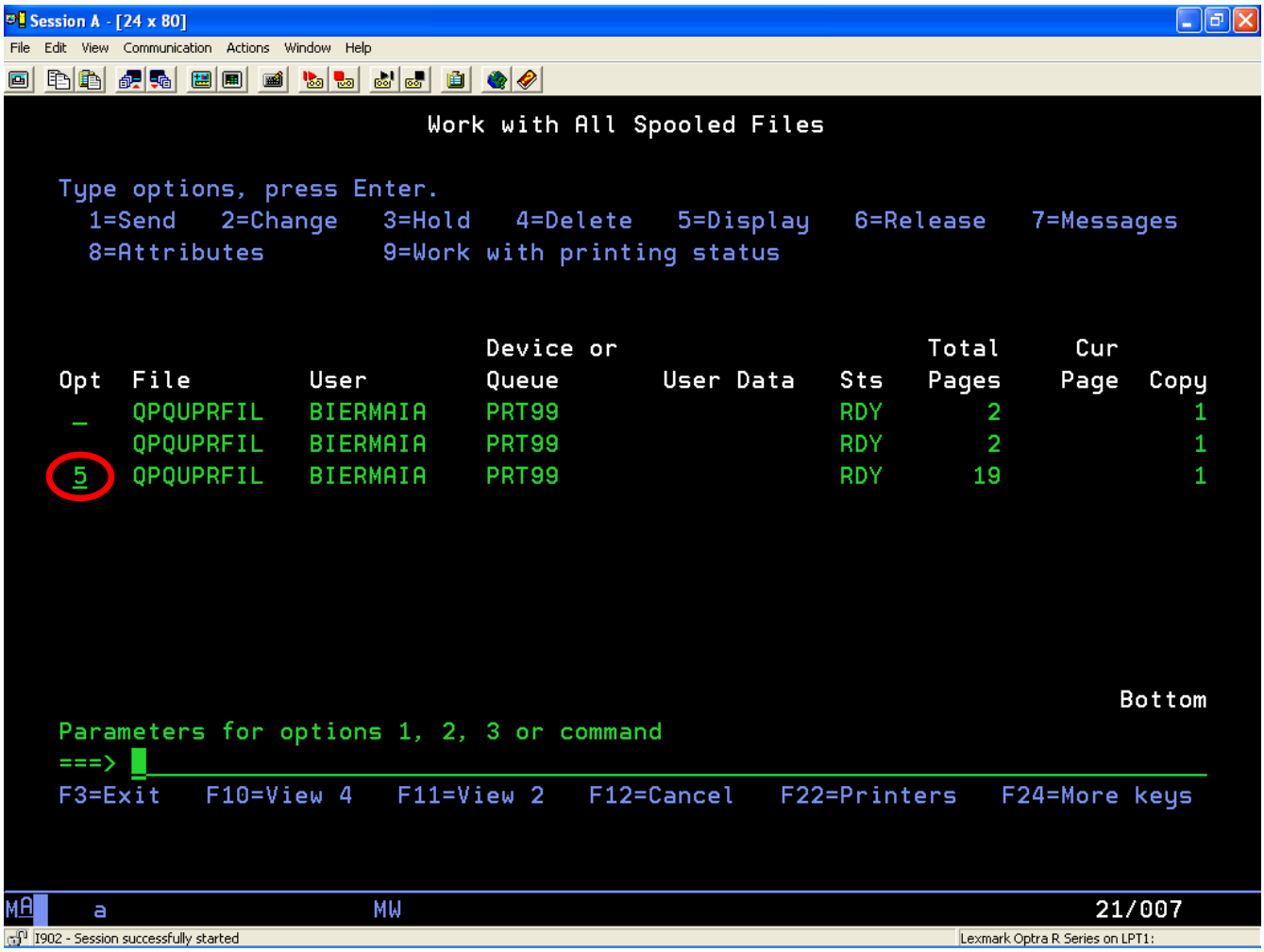



**Print Inventory Worksheet:** this report lists the inventory for the site for which it was run.

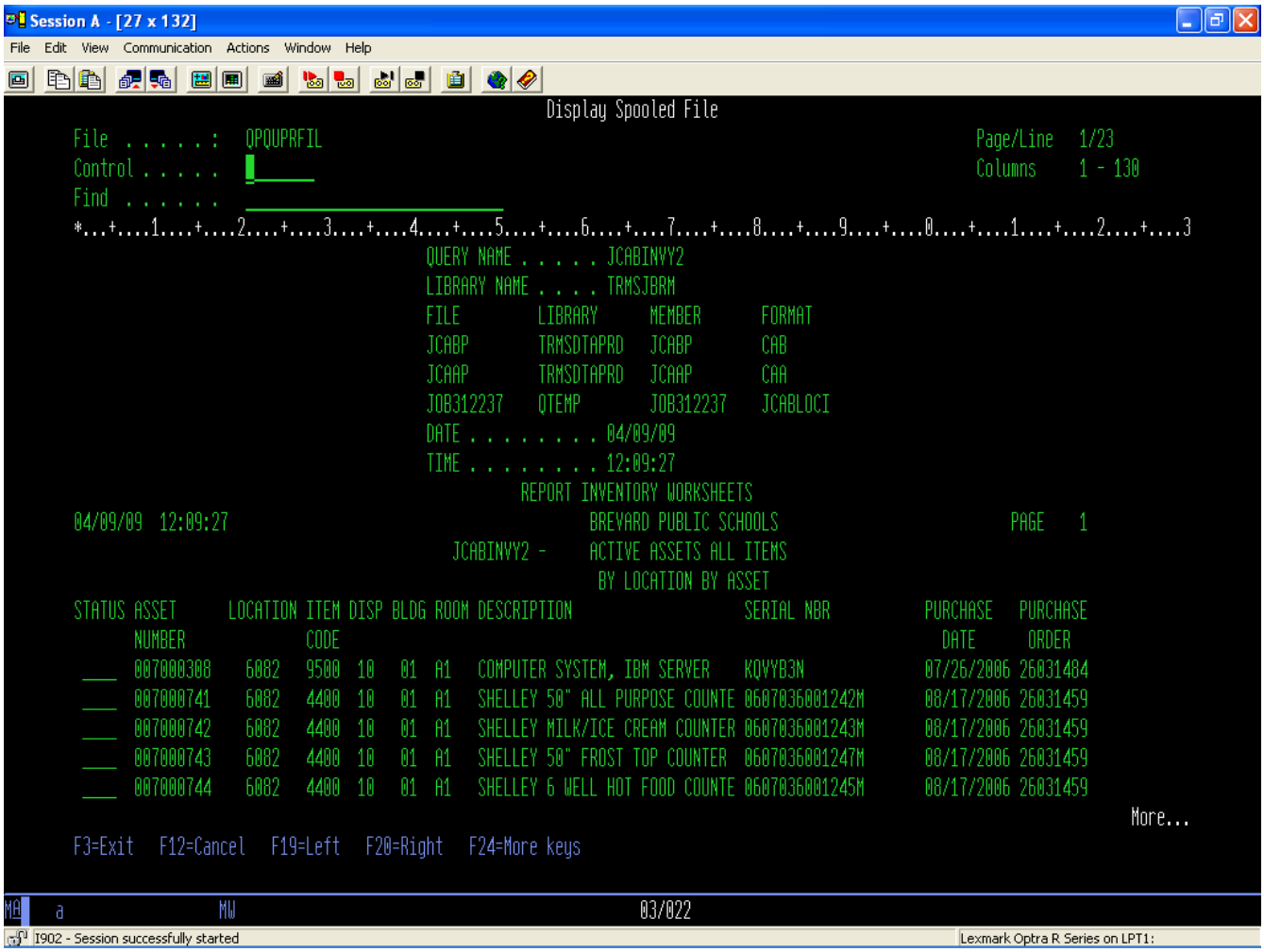
Enter your site number.
Press the **Enter** key to run the report.
Press **F3** to exit.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Panel: PRT
Z401. Asset Management
Year: 2009
Local Applications
402. Report Menu
403. Scanner Menu
404. School / Departement Menu
405. Surplus Warehouse Menu
1=Hlp 3=Exit 4=Prpt 12=Esc
Please request a menu or panel.
Sys 04/09/2009 12:31:27 BIERMAIA
MA a MW 01/012
I902 - Session successfully started
Lexmark Optra R Series on LPT1:

Type **PRT** in the Panel field and press the **Enter** key to view the report(s) you ran.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
Work with All Spooled Files
Type options, press Enter.
1=Send 2=Change 3=Hold 4=Delete 5=Display 6=Release 7=Messages
8=Attributes 9=Work with printing status
Opt File User Device or Queue User Data Sts Total Pages Cur Page Copy
_ QPQUPRFIL BIERMAIA PRT99 RDY 2 1
QPQUPRFIL BIERMAIA PRT99 RDY 2 1
5 QPQUPRFIL BIERMAIA PRT99 RDY 19 1
Bottom
Parameters for options 1, 2, 3 or command
===>
F3=Exit F10=View 4 F11=View 2 F12=Cancel F22=Printers F24=More keys
MA a MW 21/007
I902 - Session successfully started
Lexmark Optra R Series on LPT1:

To select the display option, enter "**5**" and press the **Enter** key.


Session A - [27 x 132]
File Edit View Communication Actions Window Help
Display Spooled File
File . . . . . : QPQUPRFIL
Page/Line 1/23
Control . . . . . _
Columns 1 - 130
Find . . . . . _____
*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2....+....3
QUERY NAME . . . . . JCABINVY2
LIBRARY NAME . . . . TRMSJBRM
FILE LIBRARY MEMBER FORMAT
JCABP TRMSDTAPRD JCABP CAB
JCAAP TRMSDTAPRD JCAAP CAA
JOB312237 QTEMP JOB312237 JCABLOCI
DATE . . . . . 04/09/09
TIME . . . . . 12:09:27
REPORT INVENTORY WORKSHEETS
04/09/09 12:09:27 BREVARD PUBLIC SCHOOLS PAGE 1
JCABINVY2 - ACTIVE ASSETS ALL ITEMS
BY LOCATION BY ASSET
STATUS ASSET NUMBER LOCATION CODE ITEM DISP BLDG ROOM DESCRIPTION SERIAL NBR PURCHASE DATE PURCHASE ORDER
___ 007000308 6082 9500 10 01 A1 COMPUTER SYSTEM, IBM SERVER KQVYB3N 07/26/2006 26031484
___ 007000741 6082 4400 10 01 A1 SHELLEY 50" ALL PURPOSE COUNTE 0607036001242M 08/17/2006 26031459
___ 007000742 6082 4400 10 01 A1 SHELLEY MILK/ICE CREAM COUNTER 0607036001243M 08/17/2006 26031459
___ 007000743 6082 4400 10 01 A1 SHELLEY 50" FROST TOP COUNTER 0607036001247M 08/17/2006 26031459
___ 007000744 6082 4400 10 01 A1 SHELLEY 6 WELL HOT FOOD COUNTE 0607036001245M 08/17/2006 26031459
More...
F3=Exit F12=Cancel F19=Left F20=Right F24=More keys
MA a MW 03/022
I902 - Session successfully started
Lexmark Optra R Series on LPT1:

This is a sample “Print Inventory Worksheet” report (report# 3). Use the **Page Up** and **Page Down** keys to scroll through the report.

There are three ways to print the report:

1. Using a GUI printer
2. Using a network printer
3. Using a printer session

For assistance in using any of the print options please contact the Brevard Public Schools Help Desk.